

INMATE HANDBOOK



Rules and Regulations of the Federal Bureau of Prisons and the Federal Correctional Complex at Lompoc, California

The Federal Bureau of Prisons Mission Statement

It is the mission of the Federal Bureau of Prisons to protect society by confining offenders in the controlled environment of prison and community-based facilities that are safe, humane, cost-efficient, and appropriately secure, and that provide work and other self-improvement opportunities to assist offenders in becoming law-abiding citizens.

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INTRODUCTION

The purpose of this handbook is to provide you and others interested in the Federal Bureau of Prisons with general information regarding the Bureau, its programs, institutions, and the rules and regulations you will encounter during confinement. It is not a specific guide to the detailed policies of the Bureau and the institutions of FCC Lompoc, that information will be made available during the institution's Admission and Orientation Program, rather, the material in this handbook will help you more quickly understand what you will be encountering when you enter prison, and hopefully assist in initial adjustment to institution life. You can make your time here as pleasant as possible by showing reasonable behavior, respect for the rights of others, and compliance with the rules and regulations of the Federal Bureau of Prisons and FCC Lompoc.

THE INSTITUTIONS

The Satellite Camp (SCP) was activated in July 1991. It was established as a work camp for the purpose of providing minimum security inmate workers for the Vandenberg Air Force Base, the U.S. Penitentiary, the Satellite Camp and its related Farm Operation.

FCI Lompoc is a "LOW" security level institution. The average offender here is serving between one and fifteen years for federal drug and or other non-violent offenses. It has four general housing units, two of which offer dormitory and room-type housing. The institution offers a full range of inmate employment, vocational training, education, counseling (both mental health and drug abuse), medical, dental, pre-release preparation, and other self-improvement opportunities.

USP Lompoc is a "MEDIUM" security level institution. In July 1959, the United States Disciplinary Barracks, Lompoc was transferred to the Federal Bureau of Prisons and renamed the Federal Correctional Institution. In September 1981, this facility was designated a United States Penitentiary covering five square miles. More recently, USP Lompoc was re-designated and once again houses medium security inmates. The amenities and programs offered to inmates are similar to those at the low security facility.

FCC Lompoc is located in the Central Coast region of California approximately 170 miles northwest of Los Angeles. The institution is adjacent to Vandenberg Air Force Base in Northern Santa Barbara County, approximately three miles from downtown Lompoc.

The U.S. Bureau of Prisons is committed to the development of a realistic approach to corrections. The goals of the Bureau of Prisons include not only maintaining a safe and humane environment for both staff and inmates, but also increasing the number of inmates achieving a successful community adjustment by offering more alternatives to the offender in his effort to reenter society.

Quick Tips for Success

Rights and Responsibilities

- Persons are sent to prison as punishment, not for punishment

Not being neat can cost your unit points!

- Keep your area clean
- Make bed before 8:00 a.m. as prescribed
- Shower before 7:30a.m. or after 10:30 a.m.

Good hygiene is a must!

- Wash clothes and linen or exchange often
- Keep you locker clean and clear of excessive stuff
- Be kind to others: use deodorant, soap, and toothpaste

Wear appropriate clothing!

- Hats off in the dining room and chapel
- Have your ID with you at ALL times
- Wear uniforms to all meetings with staff and "call-outs"
- Shirts must be tucked in from 6:00 a.m. to 4:00 p.m. everywhere, Monday - Friday
- Clothes must fit: No Sagging' and Bagging'!
- NO shower shoes or "do-rags" outside the living unit
- NO headphones on your ears when traveling in the main corridor at the Medium or on the outer compound at the Low
- Your radio is for you: keep headphones on your ears while listening to music

Check for appointments daily!

- Called "Call-Out Sheets." They list where you are required to be and when

- Be on time and appropriately dressed for appointments/meetings

Don't forget your medications!

- "Know your medications." What are you taking and what for
- If you take controlled medication, it is your responsibility to go to pill line

Be aware of "Out of Bounds" areas

- Obey posted signs
- The unit you are assigned to, is the only unit you can be in. Any other unit is "Out of Bounds"
- Barber Shop at the Low (inside and outside) is not a place to "hang out"
- J-house and K-house patios are for those inmates assigned to J-house and K-house only. These are not common areas.

Counts are important and serious

- Stand by your bed at 4:00 p.m. count everyday and 10:00 a.m. weekends and holidays
- No noise and no moving during count

Don't share your stuff!

- Commissary items you buy is just that: yours!
- Don't cut or save a place in line for meals or pill line
- Items belonging to others can not be in your possession or in your locker

EXECUTIVE STAFF

WARDEN: The Warden is responsible for the total operation of FCC Lompoc, although he/she delegates responsibility to other senior staff members. He/she evaluates the input of various committees appointed by him/her and has the final approval on institution transfers, community corrections center referrals, and escorted trips. He/she makes the final decision only after the situation has been carefully evaluated by the Unit Team.

ASSOCIATE WARDEN (PROGRAMS): The Associate Warden of Programs supervises Unit Management, Correctional Systems, Correctional Services, Discipline Hearing Officer and the Case Management Coordinator.

ASSOCIATE WARDEN (OPERATIONS): The Associate Warden of Operations is responsible for the daily operation of Food Services, Mechanical Services, Medical, Safety, Computer Services, and Farm Operations.

ASSOCIATE WARDEN (INDUSTRIES & EDUCATION): The Associate Warden of Industries and Education is responsible for the operation of three Federal Prison Industries factories, recreation, group activities, education and vocational training programs.

ASSOCIATE WARDEN ADMINISTRATION: The Associate Warden of Administration supervises Employee Services, Trust Fund, Financial Management, Religious Services, Psychology and the Program Coordinator.

CAMP ADMINISTRATOR: The Camp Administrator is responsible for the daily operations of the Satellite Camps. His/her duties include oversight of the programs and services provided to the inmate population, ensuring that the needs of the inmate population are appropriately met. He/she monitors and evaluates the food service and health service operations. He/she also makes sure that inmates are afforded the opportunity to participate in religious, educational, recreational and work programs. He/she is responsible for the overall safety, sanitation and security of the Satellite Camps.

CAPTAIN: The Captain is responsible for the security and custody within the institutions. The Captain is responsible for all correctional personnel.

DUTY OFFICER: The institution has an Administrative Duty Officer and Institution Duty Officer available at all times to assist in emergency situations. The Institution Duty Officer is a department-head level employee who works Tuesday through Friday during the evening hours and regular day shifts the remainder of his or her duty of time as Duty Officer. The function of the Duty Officer is to act as the Warden's representative during nonbusiness hours (i.e., after 4:00 p.m. Monday through Friday, weekends and holidays).

INTAKE, CLASSIFICATION, AND THE UNIT TEAM

INTAKE

Immediately upon your arrival at FCC Lompoc, you will be interviewed by staff to assess any security concerns and you will be assessed by medical staff. You will also be interviewed by staff from Psychology Services.

ADMISSION AND ORIENTATION PROGRAM

When you first arrive at FCC Lompoc, either by initial commitment or transfer from another federal institution, you will be placed in the Admission and Orientation (A&O) Program for up to two weeks. You will be immediately provided with a copy of the institution's rules and regulations, which include information on inmate rights and responsibilities (included in this handbook).

While in A&O, you will be required to attend lectures which will inform you of various programs, services, policies, procedures, rules and regulations of the Federal Bureau of Prisons and FCC Lompoc. Your attendance is mandatory. The only exception for missing the scheduled lectures and call-outs is for an emergency medical call-out or visit. However, any lecture or program you miss will be rescheduled for a later date. During this period, you will be assigned to the A&O Counselor. Normally, all your needs can be addressed by this person during your time in A&O. During this period, you will not be assigned to any specific job. However, when you are not required to attend lectures and call-outs, you may be temporarily assigned to duties by members of the staff. If you have any physical limitations, it is your responsibility to inform the staff member. At the end of the A&O Program, you will be given a full-time work assignment.

ADMISSION AND ORIENTATION LECTURE DAY

A&O Lectures are posted in the "Call Out". As noted, you will receive a lecture on various topics that will assist you in your term of confinement. During each topic, you are encouraged to ask questions.

Lecture Topics

- *Medical/Dental Examinations*
- *AIDS Film and Lecture*
- *R&D Services*
- *Inmate Systems/CCCA/VCCLEA/ PLRA Sentence*
- *Rights and Responsibilities*
- *Visiting*
- *Telephone Regulations (including provisions for inmate attorney calls)*
- *Mail Room Services*
- *Food Service*
- *Commissary Services*
- *Psychology Services*
- *Chaplaincy Services*
- *Mechanical Services*
- *Safety and Sanitation (unit)*
- *Education/Vocational Training*
- *Leisure Time Activities*
- *Library Services*
- *Veterans Benefits*
- *Treaty Agreement for Transfer of Offenders to Foreign Countries*
- *UNICOR*
- *Inmate Accident Compensation*
- *Drug Abuse Programs*
- *Inmate Financial Responsibility Program*
- *Community-based Activities*
- *Unit/Case Management*
- *Selective Service System*
- *Administrative Remedy Procedures*
- *Clothing Requests and Laundry Procedures*
- *Correctional Services (contraband, counts, searches, accountability, UDC/DHO procedures, VCCLEA/PLRA)*
- *Release Preparation Program*
- *Cultural Diversity*

CLASSIFICATION TEAMS (UNIT TEAMS)

FCC Lompoc has an organized Unit Management System. The units are self-contained inmate living areas that include both housing sections and office space for unit staff. Each unit is staffed by a Unit Team directly responsible for those inmates living in that unit. The unit staff typically includes the Unit Manager, one or more Case Managers, two or more Correctional Counselors, and one Unit Secretary. When available, the Staff Psychologist, Education Advisor, and the Unit Officer will attend unit team meetings and will be considered as unit staff.

You will be assigned to a specific Unit Team. Generally, the resolution of issues or matters of interest while at the institution are most appropriately initiated with the Unit Team. Unit Team members are available to assist in many areas, including parole matters, release planning, personal and family problems, counseling, and assistance in setting and attaining goals while in prison. Ordinarily, a member of the unit staff will be at the institution weekdays from 7:30 a.m. to 9:00 p.m., and 7:30 a.m. to 4:00 p.m. during weekends and holidays. The Unit Team members usually schedule their working hours in such a manner that one of them will be available at times when inmates are not working.

GENERAL FUNCTIONS OF UNIT STAFF

UNIT MANAGER: The Unit Manager is the administrative head of the general unit and oversees all unit programs and activities. He or she is a Department Head at the institution and has a close working relationship with other departments and personnel. The Unit Manager is the "chairperson" of the team, who reviews all team decisions, and chairs the Unit Discipline Committee.

CASE MANAGER: The Case Manager is responsible for all casework services and prepares classification material, progress reports, release plans, correspondence, and other materials relating to the inmate's commitment. He or she is responsible to the Unit Manager on a daily basis and the Case Management Coordinator (a specialist department head who provides technical assistance to unit staff in Case Management affairs). The Case Manager serves as a liaison between the inmate, the administration, and the community. The Case Manager is a frequent member of the Unit Discipline Committee.

CORRECTIONAL COUNSELOR: The Correctional Counselor provides counseling and guidance for the inmates of the unit in areas of institutional adjustment, personal difficulties, and plans for the future. The Correctional Counselor will visit inmate work assignments regularly and is the individual to approach for daily problems. As a senior staff member, the Counselor provides leadership and guidance to other staff in the unit. They hold major responsibilities for the security, safety, and sanitation of the unit. The Correctional Counselor is a frequent member of the Unit Discipline committee.

UNIT SECRETARY: The Unit Secretary performs receptionist, clerical, and administrative duties for the Unit Team.

UNIT OFFICER: The Unit Officer has direct responsibility for the day-to-day supervision of inmates and enforcement of rules and regulations. He or she has safety, security, and sanitation responsibilities in the unit. Unit Officers are in regular contact with inmates in units and are encouraged to establish professional relationships with them, as long as such interaction does not interfere with their primary duties. Unit Officers are supervised by the Operations Lieutenant and the Captain during his or her unit assignment.

PROGRAM REVIEWS: Program reviews will be held every 90 to 180 days, determined by the length of your sentence. These are held by the Unit Teams to review programs, work assignments, transfers, custody, institutional adjustment, release planning, etc.

OPEN DOOR PROCEDURES: To resolve personal problems that you have not been able to solve with your Unit Team, all institution Executive Staff and Department Heads maintain an "open door policy" to assist you. Open-door is during the lunch hour (11:00 a.m. to 12:00 p.m.) in the dining room. It is stressed that you first attempt honest resolution of problems with your assigned unit staff, Correctional Counselor, Case Manager, and Unit Manager in that order.

TEAM PARTICIPATION IN PAROLE HEARINGS: The Unit Team prepares progress reports and compiles other information in the inmate's central file for presentation to the United States Parole Commission or other appropriate agencies. The inmate's Case Manager will ordinarily be present at that inmate's parole hearing. The Case Manager's function at the hearing is to assist the parole examiners, not as a staff representative for the inmate.

UNIT ASSIGNMENTS

Upon your arrival in the Receiving and Discharge (R&D) area, you will be assigned to a unit. Within a few days, you will be assigned to a specific Unit Team which consists of a Unit Manager, Case Manager, and Counselor. The A&O Counselor will inform you of your specific Unit Team assignment. This Unit Team assignment is usually permanent during your term of confinement.

GENERAL UNIT RULES

- Excess publications (hard and soft covered books, magazines, and newspapers) will not be kept.
- Pants and/or athletic shorts, shirts, and foot wear must be worn in the "common areas" of the unit.
- Radios without headphones on ears and musical instruments may not be played in the housing unit.
- Inmates are to be appropriately dressed when exiting and/or entering the restroom and/or shower area.
- The units' ice machines are provided for inmates' use and are not available to store food items.

- All inmate property must be stored inside of lockers. Storing property under beds or in boxes is not permitted.
- Sanitation supplies and/or chemicals will be stored in the assigned chemical room or unit Correctional Officer's offices. Storing of chemicals in the living area is strictly prohibited.
- All inmates are responsible for the sanitation of the unit. Units do have inmates assigned as orderlies, but they will not be held accountable for individual living areas. Each inmate has a beneficial interest and responsibility to ensure unit sanitation level is maintained at a high level at all times. This includes television, game, laundry rooms, and other common areas of the unit.

BED ASSIGNMENTS

Inmates are normally assigned an upper bunk (except for medical accommodations) and as vacancies occur, inmates can be moved on the basis of a waiting list to a lower bunk, 8-man room, quiet dorm, or specific location. To be put on the waiting list you must submit a "Request to Staff Member" (Cop-out) during your team meeting to the Unit Counselor who is responsible for bed moves in the unit you are assigned. Once your requested bed move has been selected, and you decline to move, your name will be removed from the waiting list or placed on the bottom of the list.

You may be moved to another bed assignment at the discretion of the Unit Team for various reasons such as: sanitation inspection failures, Inmate Financial Responsibility Program (FRP) Refuse status, incident reports, cultural diversity, or in the best interest of the institution. Inmates returning from Writ, Parole violators, Mandatory Release violators, Supervised Release violators, Community Corrections failures, and inmates released from the Special Housing Unit will be placed in a new bed assignment.

Normally, all bed assignment changes will be posted and authorized on the "Daily Change Sheet." DO NOT change your bed assignment unless authorized and posted on the "Daily Change Sheet."

Inter-room/cell visitation is normally allowed in the units. A limited number of inmates, including the cell occupant(s), are allowed in a room. During a room visitation, the door remains open.

WAKE-UP

General wake-up for all inmates at all institutions, is 6:00 a.m. At the Medium, each unit is called to breakfast by the Correctional Supervisor on the basis of a rotating schedule. The Unit Officer will announce breakfast when notified. At the Low and both camps, the morning meal is served to all units at the same time, during an open movement period. Inmates are given a reasonable amount of time to leave the unit if they desire breakfast. It is the inmate's responsibility to leave the unit for work. Late sleepers who are unable to maintain adequate sanitation or arrive at work on time are subject to disciplinary actions.

HOUSEKEEPING RULES

The following rules and regulations have been established for the safety, sanitation, and uniformity throughout the institution. Your cooperation is necessary in adhering to these rules in order to maintain the high standards of housekeeping practiced at FCC Lompoc.

In order to minimize maintenance costs, permit uniform inspections, search procedures, and maintain orderly congregate living, FCC Lompoc imposes reasonable regulations on an inmate's conduct and furnishings in housing units. To that end, Unit Officers and/or unit staff members inspect cells daily. Additionally, all living units will be inspected daily by the Unit Officer and/or Counselor.

It is your responsibility to check your living area immediately after being assigned there and to report all damage to the Correctional Officer, Case Manager, or Counselor. An inmate may be held financially liable for any damage to his personal living area.

Orderlies work 35-hour weeks and are responsible for the unit sanitation. However, everyone is responsible for cleaning up after themselves. Trash and wastebaskets are to be emptied prior to work call each day, normally at 7:30 a.m. Steel-toed safety shoes must be worn on the job, including orderly positions in the unit. Tennis shoes and loafers are not authorized in work areas. Shoes or sneakers may be worn in the dining room area.

Sanitation Standards

- All beds must be made neatly (with a six inch sheet collar) by 8:00 a.m. daily, even though it may be your day off work. You may lie back down on the made bed and be covered with the second blanket. On weekends, beds will be made whenever inmates are awake or gone from their living space, cubicle, or cell. At no time will a mattress be removed from a bunk and placed on the floor. No blankets/sheets or any other article may be hung over the entrance door or windows. Staff must be able to visibly inspect each individual's cell from the outside at all times.
- You are also responsible for sweeping and mopping your personal living area to ensure it is clean and sanitary.
- Floors are to be swept and damp mopped daily. Floors are to be buffed at least twice a week, or more if needed.
- Lockers must be kept neat at all times. No items are to be out on top of lockers on normal workdays, between 7:30a.m. - 4:00p.m.
- Inmates are authorized one mattress, one pillow and pillow case, two sheets, and two blankets.
- Clothes are to be hung or otherwise neatly stored.
- Windows are to be cleaned at least twice weekly, and more often if needed.

- Trash is to be removed from your area daily, or more often if needed.
- Walls, doors, and fixtures are to be cleaned at least twice weekly, or more often if needed.
- Nude and/or sexually suggestive personal photographs are not permitted.
- You are not authorized to possess any furniture other than what is provided and has been approved by the Unit Manager.
- No item, such as pictures, will be taped, pasted, glued, or displayed on the walls or cubicle dividers, other than on approved bulletin board.
- No magazine cut-outs are to be posted on approved bulletin boards.

NOTE: Inmates whose bed areas are in violation of safety and sanitation standards are subject to bed/unit reassignment and/or disciplinary action without notice.

CLOTHING/LINEN EXCHANGE

Linen may be exchanged at the Institution Laundry twice per week - Wednesday and Friday at the Medium, Tuesday and Thursday at the SCP. Clothing may be exchanged at the Institution Laundry - Monday, Wednesday, and Friday at the Medium, Tuesday and Thursday at the SCP. At the Low, clothing and linen are normally exchanged Monday through Wednesday, 6:30 a.m. - 8:30 a.m., and 10:30 a.m. - 12:30 p.m.

PERSONAL HYGIENE ITEMS

Toothpaste, toothbrushes, combs, razors, and soap are issued at the Low and Medium Institution Laundry or by the Camp Officer. You may purchase name brand items through the commissary.

USE OF SHOWERS

The unit orderlies are responsible for the cleaning of the showers. This is a very difficult task and is made even more difficult when other inmates are using the showers during the cleaning process. Showers are open from 6:00 a.m. - 9:45 p.m., except during institutional counts and cleaning periods (7:30 a.m. - 10:00 a.m.).

UNIT LIGHTS

All main unit and dormitory lights are turned off at the completion of the 10:00 p.m. count. All lights are turned on at 7 a.m., Monday through Friday.

UNIT VISITING

Inmates are not allowed to visit or enter other units. This includes television, activity, and laundry rooms. This also includes J-house and K-house and their units fenced-in patio/seating areas. If assigned, inmates may visit their Unit Team in those offices.

GAME/CARD PLAYING

Cards and games may be played in the unit activity rooms and non-quiet areas in the housing units.

TELEVISION VIEWING

Unit televisions may be viewed during established off-duty hours. During normal working hours, the television may be viewed at the discretion of the Unit Officer. Individual chairs may not be left unattended in the T.V. Room, nor may chairs be placed to save seating for other individuals. All televisions are equipped with FM radio sound transmitters. If you wish to hear the television audio, you will need an FM radio. The unit television rooms use a first-come, first-serve policy or majority rule to schedule prime time viewing and major events. Each housing unit has a designated television for "Spanish programming," sports, movies, and general viewing. Television rooms are located in the housing units, and at the Low, the outside seating area between A&B-units.

RADIOS AND WATCHES

You may purchase an AM/FM radio from the commissary. You may not own or possess more than one approved radio and/or watch at any one time. Proof of ownership, through appropriate property receipts, will be required. Radios and watches may not have value exceeding locally established limits. Radios with a tape recorder and/or tape player are not authorized. All radios purchased at this institution will be engraved with your register number. Should you be caught in possession of a radio with another inmate's register number, or a radio without a number and cannot prove ownership by either a property sheet or purchase receipt, it will be confiscated and you could be subject to disciplinary action. Only Walkman-type radios are permitted. For your safety, headphones are to be worn only in the units, gym, recreation yard, or while watching tv. Headphones may NOT be worn on ears, at the Medium while you are walking in the corridor, or at the Low, while on the outer compound. Be respectful of others by keeping your headphones on your ears when listening to music. While an inmate is in holdover status, he may not purchase, own, or possess a radio or watch. Inmates may not give any items of value to another inmate, i.e., radio, watch, sneakers, and commissary items.

"CALL OUT" & "DAILY CHANGE" SHEET

Monday-Friday (excluding holidays), around 4:00 p.m., a list of appointments called the "Call-Out" sheet is posted in each unit on the

bulletin board. This list is for the following day's medical and dental appointments, Unit Team meetings, and classes. It is mandatory that you check this list everyday. This list is organized by your work assignment. New arrivals are assigned as A&O. You may receive an incident report if you miss a "Call-Out." You must be in uniform and have your ID with you at all "Call-Outs."

Posted along with the "Call-Out" sheet is a list of changes called the "Daily Change" sheet. This sheet will have all authorized changes in bed assignments (Quarters Assignments), custody and work assignments, and medical restrictions.

STORAGE SPACE

Storage space in most units consists of an individual locker. Locks may be purchased in the institution commissary. The amount of personal property allowed each inmate is limited to those items which can be neatly and safely placed in the space designated. Under no circumstance will any materials be accumulated to the point where they become a fire, sanitation, security, or housekeeping hazard.

PERSONAL PROPERTY LIMITS

Items which may be retained by an inmate are limited for sanitation and security reasons, and to ensure that excess personal property is not accumulated which would constitute a fire hazard or impair staff searches of the living area. The following list is not all-inclusive, but it is a guide to the kind of items you may be authorized at FCC Lompoc.

SPECIAL PURCHASE ITEMS

Some special purchase items are authorized as per the Complex Supplement Inmate Personal Property; however, only to the point where they can be neatly and safely stored in the inmate's locker.

LEGAL MATERIAL

You are allowed to maintain legal materials necessary for any current, ongoing litigation in which the inmate is the defendant or plaintiff. Legal materials should be neatly stored in the inmate's locker.

IN-CELL HOBBY CRAFT MATERIALS

Unit Hobby Craft participation is limited to pen, pencil, beadwork and cross-stitch projects within the housing unit only. Written approval from the Supervisor of Recreation, or designee, and the Unit Manager authorizing the in-cell hobby craft participation must be posted on the inmate's bulletin board and a copy maintained in the Central File. Only three projects in progress may be in the living quarters and must be mailed out through the Hobby Shop Supervisor within thirty days of completion.

COMMISSARY ITEMS

The total value of an inmate's accumulated commissary items (excluding special purchases) will be limited to the monthly spending limitation. Special limits may apply.

FOOD IN THE UNIT

Food items that are left open create a health hazard. These items must be properly sealed at all times. Empty containers may not be used as drinking glasses and are to be thrown away. Removal of food from the dining room is not permitted. Occasionally, food items may be provided for consumption in the unit (i.e., Christmas packages, Holiday sacks following large meals, etc.).

LETTERS, BOOKS, PHOTOGRAPHS, NEWSPAPERS AND MAGAZINES

An inmate will be limited in the number of magazines that can be stored in the locker provided in each room. Nothing is to be tacked, stapled, or scotch taped to any surface except to bulletin boards.

JEWELRY

Inmates may have a plain wedding band (without stones) and, with prior approval, a religious medal without stones.

SEARCHES/SHAKEDOWNS

Any staff member may search you and/or your locker and assigned bed area at any time, in an attempt to locate contraband (hard or nuisance). Your presence is not required when your area is being searched. You are responsible for **EVERYTHING** in your assigned locker and bed area. Your property will be left in the same general condition as found.

CONTRABAND

Staff consider any item possessed by an inmate to be contraband unless it has been authorized upon admission to the institution, the item was issued by authorized staff, purchased by the inmate from the commissary, or purchased or received through approved channels (to include approved receipt by an authorized staff member or authorized by institution guidelines).

Contraband includes material prohibited by law, by regulation, or material which can reasonably be expected to cause physical injury or adversely affect the security, safety, or good order of the institution.

There are two types of contraband:

Hard Contraband:

Any item which poses a serious threat to the security of the institution or an item which ordinarily is not approved for possession by an inmate. This includes:

- Weapons
- Intoxicants
- Recording devices (recording media; floppy disks, CD-R, DVD-R, etc.)
- Currency (money)
- Tools (which may be used to aid in an escape)
- Ammunition and/or explosives
- Combustible or flammable liquids
- Hazardous or poisonous chemicals and gases
- Narcotics or other controlled substances (not dispensed or approved by the institution Health Services unit)

Nuisance Contraband:

Any item other than hard contraband that has not been authorized, or any item that was authorized but is now prohibited. This includes any authorized item that has been modified, kept in excessive quantities, or that presents a health, fire, or housekeeping hazard.

DRUG SURVEILLANCE

The Bureau operates a drug and alcohol surveillance program that includes mandatory random testing, as well as required testing. If a staff member orders an inmate to provide a urine sample for this program and the inmate does not do so, that inmate will be subject to an incident report. Specially trained dogs are also used for periodic inspections.

ALCOHOL DETECTION

Random samples of the inmate population are tested on a routine basis, as well as those suspected of alcohol use. A positive test will result in an incident report. Refusal to submit to the test will also result in an incident report.

FIRE PREVENTION AND CONTROL

Fire prevention and safety are everyone's responsibility. Inmates are required to report fires to the nearest staff member, so property and lives can be protected. Piles of trash or rags in closed areas, combustible material, items hanging from fixtures or electrical receptacles, or other hazards cannot and will not be tolerated. Regular fire inspections are made in each institution by qualified professionals.

ANIMALS

This institution does have wild animals on site, such as; ground squirrels, raccoons, cats, and birds. Feeding and/or handling these animals is strictly prohibited because of possible bites and diseases.

TOBACCO

Smoking or chewing tobacco, is no longer authorized by inmates in all Federal facilities. Any inmate found in possession of tobacco products will be subject to disciplinary action.

FIRE PREVENTION

Fire prevention and safety is everyone's responsibility. Report any fire to the nearest staff member immediately. Most areas of the compound are equipped with smoke/fire detectors, fire extinguishers, and fire pull-stations. When a fire/smoke alarm is activated, all persons are to evacuate the area immediately. You are required to cooperate fully. Fire drills will be conducted quarterly. During a fire drill, the area will be evacuated. You are expected to treat the drill as an actual fire. You are required to comply fully with all of the directions given by the staff. Any person disregarding these directions will receive a disciplinary action. All buildings have fire evacuation plans posted. These diagrams show the best route to take during a fire or emergency.

INSTITUTION BOUNDARIES

You are considered "Out-of-Bounds" if you are found to be within fifteen feet of the inside perimeter fence. The institution also has several inner-perimeter fences that separate work sites and "Out-of-Bounds" areas. If you are found in these areas without expressed staff approval and/or supervision, you are subject to disciplinary action. The institution has provided a complete network of sidewalks. Please do not walk on the grass and/or in flower beds.

If you are in doubt as to where you can and cannot be, ask a staff member. The "Out-of-Bounds" areas may vary due to seasons and/or events. Other boundaries:

- As posted on sidewalk or pavement
- Inmate Barber Shop, inside unless you are getting your hair cut and, at the Low, outside unless you are waiting for a hair cut.
- At the Low, the fenced-in patio/sitting areas of J-house and K-house if you don't live there.
- In any unit, or work area where you are not assigned, or don't have expressed staff permission, to be in.

DRESS CODE/CLOTHING

Inmates are to dress appropriately: no saggy, baggy, or oversized clothing. Inmates must possess their identification card at all times. Inmates must wear institution issued clothing (uniform) during their job assignments, during the morning and noon meal, and on the compound Monday- Friday, 6:00 a.m. to 4:00 p.m. This includes going to the chapel. Gym clothes may be worn to and from the recreation yard during this time. All shirts must be tucked in at all times, Monday - Friday, 6:00 a.m. to 4:00 p.m., except holidays, and while in the dining hall, for all meals. No "do-rags" are to be worn outside your housing unit.

The wearing of underclothing or athletic clothing, as outer clothing, while on the job site is strictly prohibited. Inmates are not allowed to wear "do-rags" or shower shoes outside the living unit. On Saturdays, Sundays, federal holidays, and during the dinner meal, athletic-type clothing may be worn, with the exception of shorts, which are prohibited in the Dining Room. Gym clothes are allowed to be worn to and from the gym and rec yard only, during working hours.

Civilian clothing of any type (except commissary purchased athletic apparel) is not authorized at FCC Lompoc. All clothing is neatly stored in the individual locker. A limited number of personal sweatshirts and sweat pants are permitted. Authorized footwear includes: one pair of steel-toed shoes, one pair of shower shoes, and athletic shoes (as per policy). Footwear is to be stored neatly under the bed. Appropriate attire with shirts tucked into pants is required when attending meetings and reporting to and from different areas of the facility, during normal work hours Monday-Friday.

INMATE REQUEST TO STAFF MEMBER FORM

This form is commonly known as a "Cop-Out." It is a written request to a staff member. Any type of request can be made with this form. "Cop-outs" may be obtained from the unit team members, inmate law/leisure library, and from any department within the institution. Normally, "Cop-outs" are responded to within three days. "Cop-outs" may be placed in the mail box or hand delivered to a staff member during lunch mainline. A request to staff can be made on "writing paper" by addressing it to the specific staff member. Include your name, number, quarters assignment, and request.

COMMUNICATION WITH STAFF

Read posted items on the bulletin boards in the unit and in education/recreation areas on a daily basis as they display valuable information.

Open House hours for Unit Teams are posted in each unit. All other departments will answer questions during Mainline. A representative from each department is available to answer your questions or concerns at mainline in the dining room during the lunch meal, Monday through Friday. This is an appropriate time to submit requests and telephone lists.

When conversing with any staff, do not have your hands in your pockets. Have them at your sides, or together, in front of you.

CORRECTIONAL SYSTEMS DEPARTMENT

OPEN HOUSE HOURS

Low Receiving & Discharge (R&D), Records, and the Mail Room:

Wednesday & Friday 11:00 a.m. - 12:00 p.m.

Medium Receiving & Discharge (R&D), Records, and the Mail Room:

Monday thru Friday Noon Meal - Mainline

CORRESPONDENCE

In most cases, inmates are permitted to correspond with the public, family members, and others without prior approval. Outgoing mail is placed in mailboxes located in the housing units. At the Medium, outgoing mail for inmates may be inspected and must remain unsealed. The outgoing envelope must have the inmate's name, registration number, and return address in the upper left-hand corner.

Inmates must assume responsibility for the contents of all their letters. Correspondence containing threats, extortion, etc., may result in prosecution for violation of federal laws.

Inmates may be placed on restricted correspondence status based on misconduct or as a matter of classification. The inmate is notified of this placement and has the opportunity to respond.

INCOMING CORRESPONDENCE

First class mail is distributed Monday through Friday (except holidays) and ordinarily by the evening watch officer in each living unit. There is no mail service at this institution on weekends and holidays. Newspapers and magazines may also be delivered at this time. Legal and special mail will be delivered by the unit team as soon as possible after it is received. The number of incoming letters an inmate may receive will not be limited unless the number received places an unreasonable burden on the institution.

The incoming inmate mail must have an inmate's full name and full register number. Nicknames and/or religious names will not be recognized by the mail room staff. This will aid prompt delivery and accuracy. All inmate packages received at the institution must have prior authorization.

INCOMING PUBLICATIONS

The Bureau permits inmates to subscribe to and receive publications without prior approval. The term "publication" means a book, single issue of a magazine or newspaper, or materials addressed to a specific inmate, such as advertising brochures, flyers, and catalogs. An inmate may receive hardcover publications only from a publisher, a book club, or book stores. Accumulation of publications will be limited to five magazines (not to be more than three months old) and to the amount that can be neatly stored in the locker and/or shelf provided in each room, due to sanitation, and fire safety reasons. The Unit Manager may allow more space for legal publications upon request.

The Warden will reject a publication if it is determined to be detrimental to the security, good order, discipline of the institution, or if it might facilitate criminal activity. Publications which may be rejected by the Warden include, but are not limited to, publications which meet one of the following criteria:

- It depicts or describes procedures for the construction or use of weapons, ammunition, bombs, or incendiary devices.
- It depicts, encourages, or describes methods of escape from correctional facilities or contains blueprints, drawings, or similar descriptions of Bureau of Prisons institutions.
- It depicts or describes procedures for the brewing of alcoholic beverages or the manufacture of drugs.
- It is written in code.
- It describes, describes, or encourages activities which may lead to the use of physical violence or group disruption.
- It encourages or instructs in the commission of criminal activity.
- It is sexually explicit material that by its nature or content poses a threat to the security, good order, or discipline of the institution.

SPECIAL MAIL

"Special Mail" is a category of correspondence which may be sent out of the institution unopened and unread by staff, which includes correspondence to the President and Vice-President of the United States, United States Department of Justice (including Bureau of Prisons), United States Attorney's Offices, Surgeon General, United States Public Health Service, Secretary of the Army, Navy, or Air Force, United States Courts, United States Probation Officers, Members of the United States Congress, Embassies, and Consulates, Governors, States Attorneys General, Prosecuting Attorneys, Directors of State Departments of Corrections, State Parole Commissioners, State Legislators, State Courts, State Probation Officers, other Federal and State law-enforcement officers, attorneys, and representatives of the news media.

Special Mail also includes mail received from the following: President and Vice-President of the United States, Attorneys, Members of United States Congress, Embassies and Consulates the United States Department of Justice (excluding the Bureau of Prisons), other Federal law enforcement officers, United States Attorney's General, Prosecuting Attorneys, Governors, United States Courts and State Courts.

A designated staff member opens incoming Special Mail in the presence of the inmate. This is usually done by the Correctional Counselor or Case Manager. These items will be checked for physical contraband and for qualification as special mail, the correspondence will not be read or copied if the sender has accurately identified him/herself on the envelope and the front of the envelope clearly indicates that the correspondence is special mail only to be opened in the presence of the inmate. Without adequate identification as Special Mail, the staff may treat the mail as general correspondence. In this case, the mail may be opened, read, and inspected.

INMATE CORRESPONDENCE WITH REPRESENTATIVES OF THE NEWS MEDIA

An inmate may write through Special Mail procedures to representatives of the news media if specified by name or title.

The inmate may not receive compensation or anything of value for correspondence with the news media. The inmate may not act as a reporter, publish under a byline, or conduct a business or profession while in Bureau custody.

Representatives of the news media may initiate correspondence with an inmate. Correspondence from a representative of the news media will be opened, inspected for contraband, for qualification as media correspondence and for content which is likely to promote either illegal activity or conduct contrary to regulations.

CORRESPONDENCE BETWEEN CONFINED INMATES

An inmate may be permitted to correspond with an inmate confined in another penal or correctional institution. This is permitted if the other inmate is either a member of the immediate family or a party in a legal action (or a witness) in which both parties are involved. The following additional limitations apply:

Such correspondence may always be inspected and read by staff at the sending and receiving institutions (it may not be sealed by the inmate).

The Superintendent/Warden at both institutions must approve the correspondence

REJECTION OF CORRESPONDENCE

The Warden may reject correspondence sent by or to an inmate if it is determined to be detrimental to the security, good order, or discipline of the institution, to the protection of the public, or if it might facilitate criminal activity. Examples include:

- Matter which is non-mailable under law or postal regulations.
- Information of escape plots, or plans to commit illegal activities, or to violate institution rules.
- Direction of an inmate's business (prohibited act 408). An inmate may not direct a business while confined.

This does not, however, prohibit correspondence necessary to enable an inmate to protect property or funds that were legitimately his at the time of his commitment. Thus, for example, an inmate may correspond about refinancing a mortgage for his home or sign insurance papers; however, the inmate may not operate (for example) a mortgage or insurance business while confined in the institution.

NOTIFICATION OF REJECTION

The Warden will give written notice to the sender concerning the rejection of mail and the reasons for rejection. The sender of the rejected correspondence may appeal the rejection. The inmate will also be notified of the rejection of correspondence and the reasons for it. The inmate also has the right to appeal the rejection. The Warden shall refer the appeal to a designated officer other than the one who originally disapproved the correspondence. Rejected correspondence ordinarily will be returned to the sender.

MAILING OF INMATE PROPERTY

Inmates wishing to have personal items mailed into the institution will send an inmate request to the department head responsible for the requested item as follows:

- Correctional Counselor - release clothing
- Hospital Administrative Officer - orthopedic shoes, arch supports, prescription eyeglasses, prosthetic devices, and hearing aids.
- Chaplain - wedding bands - married inmates may be permitted to have their wedding bands as long as it is a plain band containing no stones. Religious medallions may be permitted providing they do not contain a stone.
- Associate Warden - questionable items not covered in the other categories will be submitted to the appropriate Associate Warden for a decision.

The department head will inform the inmate of the decision. If the request is approved, the department head will complete the appropriate authorization form. The Mail Room Officer will not approve any item or package delivery unless this approval form is on file.

CHANGE OF ADDRESS/FORWARDING OF MAIL

The Records Office will provide inmates with change of address cards required by the United States Post Office. These cards are given to inmates who are being released or transferred, to notify correspondents of a change in address. A Bureau change of address form will also be completed by the inmate upon his departure, and forwarded to the institution Mail Room. This form will be maintained there for a period of 30 days for the purpose of forwarding all general mail (except Special Mail, which will still be forwarded after 30 days). Any general mail received after 30 days will be returned to the sender.

CERTIFIED/REGISTERED MAIL

Inmates desiring to use certified, registered, or insured mail may do so, subject to handling methods established at each institution. An inmate may not be provided services such as express mail, private carrier services, COD, or stamp collecting while confined. An inmate may receive pre-approved packages from private carriers; however, it must be authorized in advance by the Associate Warden Programs.

TELEPHONES

In order to preserve the security and orderly running of the facility and protect the public, the Bureau of Prisons monitors conversations on all inmate telephones located within the institution. 300 minutes of telephone calls per month is the maximum an inmate may use. All phone calls will be only fifteen minutes long as the system will disconnect the call. Phones will not be used during your work hours. Additionally, it is considered an infraction of the rules to use another inmate's telephone access code, place a call to an individual and be connected to another number or engage in 3-way telephone calls.

At an inmate's Initial Classification, he will be able to submit up to 30 names with telephone numbers for activation in the inmate Telephone System (ITS). These names should include family members, friends, attorneys, etc. In essence, the inmates' 30 most important phone numbers. Verify the number before it is submitted through the unit team to the Financial Management Office. Numbers may only be changed once per month. Inmates must buy telephone credits through the telephone system itself using their PCU number. When the announcement is posted, inmates may submit a new or revised list of telephone numbers through the Correctional Counselor to the Trust Fund Supervisor who is responsible for the operation of the ITS. Any other request regarding the ITS should be directed by Cop Out, to the Trust Fund Supervisor. Requests for unmonitored attorney calls may be made to Unit Staff via Cop-Out and approved by the Unit Manager, only if a documented and compelling legal need exists, such as an imminent court deadline.

VISITING

Inmates are encouraged to have visits in order to maintain family and community ties. Visiting hours for the Low and the Medium facilities are 8:30 a.m. to 3:30 p.m. on Saturday, Sunday, Mondays and approved holidays. Visiting hours for the minimum level facilities are 8:30 a.m. to 3:30 p.m. on Saturday, Sundays, and approved holidays. No more than four persons (not including children under the age of 16) are allowed per visit. To alleviate overcrowding in the visiting room, the institution utilizes a visiting point system. All inmates are awarded 8 points per calendar month. One point will be deducted for each visit, regardless the length of the visit on Mondays and two points will be deducted for each visit regardless the length of the visit on Saturdays, Sundays, Federal Holidays.

The following information is provided to expedite visiting privileges. As soon as possible, following assignment to a unit, inmates should submit a tentative list of visitors to the Counselor. Immediate members of one's family are usually approved without question. Distant relatives and non-relatives may be approved within the guidelines of the Bureau and local policies. Your team will send inquiries to authorities to determine the character of potential visitors.

Normally, within 30 days, inmates will receive a copy of their approved visiting list. Business may not be conducted during visits. Visits with pastors, attorneys of record, and former business associates may be arranged by the Unit Team and forwarded to the Associate Warden, Programs for approval. Inmates are allowed to have up to 15 visitors on their approved visiting list. The only stipulation, is that visits do not ordinarily interrupt planned institutional programs.

All visits will begin and end in the Visiting Room. Kissing, embracing, and handshaking are allowed only on arrival and departure. Inmates may not move around in the visiting room once seated and are subject to special seating assignments at the discretion of the Visiting Room Officer and Operations Lieutenant.

Inmates must be properly dressed in order to be admitted to the Visiting Room. Clothing must be neat and clean. Institutional issued "Gel" shoes will be the only authorized footwear in the visiting room. Items that may be taken into the Visiting Room by an inmate are limited to wedding band and prescription eyeglasses. Coins and items purchased in the Visiting Room may not be brought back into the institution by the inmate.

Inmates and visitors may not share food or drink items. Furthermore, visitors will not be allowed to exit the visiting room with items purchased from vending machines.

Visitors must be properly dressed. Low cut, halter tops, and other clothing of a suggestive or revealing nature will not be permitted in the Visiting Room. Footwear must be worn by all visitors.

There are areas available for children to play and games may be provided, but adults must maintain constant supervision of all children.

TRAVEL INFORMATION

The Complex is located approximately 3 miles from Lompoc. The nearest commercial airports are Santa Maria, which is 26 miles away and Santa Barbara, which is 50 miles away. Taxi/Limo service is available from these airports. Rental cars are available from both airports through the major auto rental companies. There is also train and bus service. Lompoc also has a local taxi service and a city-operated bus system. However, the bus does not go outside of the Lompoc City Limits. Motels range from modest to mid-priced.

Reservations are recommended, especially on weekends. Some of the local motels are:

Motel 6: 736-6514
Budget Inn: 736-1241
Lompoc Motel: 736-7517
Embassy Suites: 735-8311
Quality Inn: 735-8555
Days Inn: 735-7744
Best Western: 736-5605
Redwood Lodge: 735-3737

IDENTIFICATION OF VISITORS

Identification is required for visitors. These may include a state driver's license, state I.D. card, or a passport with full names and signatures affixed. Birth certificates are not considered proper identifications. Persons without proper picture identification will not be permitted to visit.

Visitors may be asked to submit to a search and will be checked with a metal detector. Visitors purses, attorneys briefcases, etc. may also be searched. Other personal articles belonging to visitors must be placed in lockers provided by the institution or may be left in their car.

Visitors are permitted to bring a limited amount of money (coins only) into the Visiting Room to purchase items from the vending machines. Also, a reasonable amount of diapers and other infant care items and sanitary napkins may be brought into the Visiting Room. No food may be brought into the Visiting Room, but vending equipment is located in the Visiting Room. A coin changer is available for the visitor's convenience. A clear container or case must be utilized for storage of articles allowed in the Visiting Room.

Inmates are not allowed to receive either coins or money for their commissary account while in the visiting room.

ACCESS TO LEGAL SERVICES

LEGAL CORRESPONDENCE

Legal correspondence from attorneys will be treated as Special Mail if it is properly marked. The envelope must be marked with the attorney's name and indication that he or she is an attorney and the front of the envelope must be marked "Special Mail - open only in the presence of the inmate." It is the responsibility of the inmate to advise his attorney about this policy. If legal mail is not properly marked, it will be opened as general correspondence.

ATTORNEY VISITS

Attorneys should ordinarily make advance appointments for each visit. Attorneys are encouraged to visit during the regular visiting hours. Attorney visits will be subject to visual monitoring.

LEGAL MATERIAL

During attorney visits, a reasonable amount of legal materials may be allowed in the visiting area with prior approval. Legal material may be transferred through appropriate staff but is subject to inspection for contraband. This material will be treated in a similar manner as the Special Mail procedures described above. Inmates are expected to handle the transfer of legal materials through the mail as often as possible.

ATTORNEY PHONE CALLS

In order to make an unmonitored phone call between an attorney and an inmate, the inmate must follow procedures established by the institution. Phone calls placed through the regular inmate phones are subject to monitoring.

LAW LIBRARY

The law library is located in the Education Department and contains a variety of legal reference materials for use in preparing legal papers. Reference materials include the United States Code Annotated, Federal Reporter, Supreme Court Reporter, Bureau of Prisons Program Statements, Institution Supplements, Indexes, and other legal materials. The law library is open during convenient non-working hours, including weekends (hours of operation are posted on the bulletin board in the Education Department). An inmate law library clerk is available for assistance in legal research. Legal materials are also available to inmates in detention or segregation status, Ordinarily via a delivery system or satellite collection.

NOTARY PUBLIC

If you require anything to be notarized, it will be necessary to contact your unit team staff, to make arrangements. Arrangements will

then be made for a person who is certified as a notary public, to be paid for by the inmate, for notarization services.

COPIES OF LEGAL MATERIALS

In accordance with institution procedures, inmates may copy materials necessary for their research or legal matters. Individuals who have no funds and who can demonstrate a clear need for particular copies, may submit a written request to their Counselor for a reasonable amount of free duplication.

FEDERAL TORT CLAIMS

If the negligence of institution staff results in personal injury or other damage to you, other than property damage, you may submit a written claim for compensation to the Western Regional Office under the Federal Tort Claims Act. Standard Form 95 is available from Education or the Legal Assistant for your use in submitting a claim. You may also submit the claim without using Standard Form 95 as long as your written claim provides all of the information specified in Program Statement 1320.06, Federal Tort Claims Act.

PROPERTY CLAIMS

If the negligence of institution staff results in the loss of or damage to your personal property, you may submit a written claim for compensation to the Western Regional Office under 31 U.S.C. § 3723 (a) (1). Form BP-A0943, Small claims for Property Damage or Loss (31 U. S. C. 3723) is available from the law library or from your unit team for your use in submitting a personal property claim. You may also submit the claim without using Form BP-A0943 as long as your written claim provides all the following information.

- date of incident
- place where the incident occurred
- explanation of events
- witnesses, if any
- description of property loss or damage
- sum certain claimed
- date of claim
- claimant's signature or authorized representative

FREEDOM OF INFORMATION/PRIVACY ACT OF 1974

The Privacy Act of 1974, forbids the release of information from agency records without a written request by, or without the prior written consent of, the individual to whom the record pertained, except for specific instances. All formal requests for access to records about another person and/or agency record other than those pertaining to themselves (including Program Statement and operations Memoranda) shall be processed through the Freedom of Information Act, 5 USC 552.

INMATE ACCESS TO CENTRAL FILES

An inmate may request review of disclosable portions of his central file (plus Presentence Report and/or summary) prior to the individual's parole hearing. Institution staff will permit the review of the central file under procedures established locally.

INMATE ACCESS TO OTHER DOCUMENTS

An inmate can request access to the "Non-Disclosable Documents" in his central file and medical file, or other documents concerning himself that are not in his central file or medical file by submitting a "Freedom of Information Act Request" to the Director of the Bureau of Prisons, Attention: FOI Request. Such a request must briefly describe the nature of records wanted and approximate dates covered by the record. The inmate must also provide his registration number and date of birth for identification purposes.

A request on behalf of an inmate by an attorney for a record concerning that inmate, will be treated as a "Privacy Act Request" if the attorney has forwarded an inmate's written consent to disclose materials. If a document is deemed to contain information exempt from disclosure, any reasonable part of the record will be provided to the attorney after the deletion of the exempt portions.

EXECUTIVE CLEMENCY

The Bureau advises all inmates that the President of the United States is authorized under the Constitution to grant executive clemency by pardon, commutation of sentence, or reprieves. A pardon is an executive act of grace that is a symbol of forgiveness. It does not connote innocence nor does it expunge the record of conviction. A pardon can be in "full" or "partial" depending on whether it absolves a person from all or a portion of the time. A pardon may have conditions imposed upon it or it can be "absolute" which is without conditions of any kind. A pardon restores basic civil rights and facilitates the restoration of professional and other licenses that may have been lost by reason of the conviction. Other forms of executive clemency include commutation of sentence (reduction of sentence imposed after a conviction), and a reprieve (the suspension of execution of a sentence for a period of time). Inmates should contact their assigned Case Manager for additional information regarding this program.

CONSULATES

Inmates who are not citizens of the United States may have the need arise in which they require communication with their consulate. A complete listing of all consulate offices is available through the unit team. The most frequently requested address is that to the

Consulate of Mexico which is:

Consulado do Mexico
3151 West 5th Street
Oxnard, CA 93030
Telephone: (805) 984-8738

SECURITY PROCEDURES

MOVEMENTS

During non-working hours, movement throughout the institution may be regulated by a procedure called controlled movement. The purpose of controlled movement is to ensure that the movement of inmates is conducted in an orderly manner.

The Medium - Controlled movement will begin generally at five minutes before the hour and will end at five minutes after the hour. The beginning and end of each move will be announced over the loudspeaker, or in each area. During the ten minute period of controlled movement, inmates may move from one area of the institution to another without a pass or staff escort.

During workday evening hours, the first controlled movement usually will begin at the end of the evening meal. This means that after the meal, inmates may travel to any unrestricted area of the institution during these hourly moves. On Saturdays, Sundays, and holidays, the first controlled movement will begin at the end of the morning meal.

The Low - Controlled movement is from 8:00 a.m. to 4:00 p.m., Monday thru Friday. These movements occur once an hour, usually at 20 minutes after the hour, and last for 10 minutes. When you hear, "The compound is now open," you have 10 minutes to get where you need to be. When you hear, "The compound is closed to all inmate movement," you will not be allowed to move through any gate until the compound is re-opened. This can happen at ANY time.

Anytime you are walking by or near staff, take your hands out of your pockets.

INSTITUTION COUNTS

There are several official counts during a 24-hour day. During every count, you should be in your bed assignment area, unless required by your job assignment or an officer.

<i>OFFICIAL COUNTS</i>	
<u>Monday thru Friday</u>	<u>Weekends and Holiday</u>
12:00 a.m.	12:00 a.m.
3:00 a.m.	3:00 a.m.
5:00 a.m.	5:00 a.m.
4:00 p.m. (stand-up count)	10:00 a.m. (stand-up count)
10:00 p.m.	4:00 p.m. (stand-up count)
	10:00 p.m.

It is mandatory to stand during the 4:00 p.m. count. You must be standing by your bed assignment or designated work area during this count. This also includes the count at 10:00 a.m. on weekends and holidays. (No noise and no moving during count)

CENSUS COUNTS

There are several Census Counts conducted throughout the day. These are conducted at a minimum, one in the morning, after work call, and one after the noon meal. These counts will also be randomly conducted, as needed. These counts are conducted, to ensure all inmates are in the areas they are assigned to, or at appointments they have been scheduled for. During these counts, there will be no inmate movement.

LOCKDOWN

Lockdown (the locking of all cell doors) in housing units with cells is normally during the counts conducted at the 4:00 p.m., 10:00 p.m., and 10:00 a.m. on weekend and holidays, although this time could occasionally vary.

CALL-OUTS

Call-outs are a scheduling system for all appointments (which include hospital, dental, educational, team meetings, and other activities) which are posted each day on the unit bulletin boards after 4:00 p.m., on the day preceding the appointment. It is the inmate's responsibility to check for appointments on a daily basis; ALL SCHEDULED APPOINTMENTS ARE TO BE KEPT.

CLOTHING EXCHANGE & LAUNDRY

Issued clothing, linen, towels, etc., are exchanged on a one-for-one basis at the Laundry Room. The schedules for exchange are posted on unit bulletin boards and laundry. FCC Lompoc allows inmates to retain additional items of personal clothing, i.e., recreation T-shirts, shorts, and socks. In those cases, the inmate(s) may wash their personal items in laundry equipment located in the housing unit. The institution laundry shall be off-limits (except for inmates assigned to work there) at all times except for posted laundry exchange times or for those inmates required to deal with laundry services for their detail supervisor.

COMMISSARY

Inmate funds are retained by the institution in a trust fund, from which the inmate may withdraw money for personal spending in the institution commissary, family support, or other approved purposes. Accumulated institutional earnings and monies sent from outside are given to the inmate upon release or may be mailed home. This institution does use point-of-sale computerized commissary withdrawal system that simplifies purchasing and gives the inmate an improved, up-to-date record of all account activity. The commissary access time for inmates is on a number basis. The schedule is posted in the unit. It is the inmate's responsibility to know the amount of money available in his commissary account. An inmate may check on the balance of his account by utilizing the computerized Ready-Teller machine. These machines are located in the main corridor of the Medium, between commissary and laundry at the Low, and on the west side of the SCP Commissary building. Borrowing commissary items from other inmates is not allowed. Items such as tennis shoes, gym clothes, sweat suits, and radios are stocked in the commissary.

SPENDING LIMITATIONS

An inmate is permitted to spend up to a specific dollar amount, (\$290.00), each month for regular purchases to include any amount for special purpose items. Once a month, each inmate's account is "validated." That is, the spending period begins with validation. Validation dates are spaced out using a system linked to inmate registration numbers; this distributes spending activity evenly throughout each month.

DEPOSITS TO ACCOUNTS

Deposits to commissary accounts from outside sources must be made through the national LockBox at the following address:

Federal Bureau of Prisons
Inmate Name
Inmate Register Number
Post Office Box 474701
Des Moines, Iowa 50947-0001

Any funds received through the institution mailroom will be returned to sender with directions on how to send the funds to the LockBox. You should notify all persons who send you funds that they must send all funds to the Lockbox and adhere to the following instructions:

- 1) Do not enclose personal checks, letters, photos, or any other items in the envelope. Enclose only the allowable negotiable instrument. The LockBox cannot forward any items enclosed with the negotiable instrument to the inmate. Items, personal in nature, must be mailed directly to the institution.
 - 2) All money orders, U.S. Treasury, state and local government checks; any foreign negotiable instruments payable in U.S. currency and the envelope they are mailed in must have the inmate's committed name (no nicknames) and register number printed on them.
 - 3) The sender's name and return address must appear in the upper left hand corner of the envelope to ensure that their funds can be returned to them in the event they cannot be posted to the account.
 - 4) If funds have not been received in your account, but have been sent to the LockBox, the sender must provide an approximate date the funds were sent, the sender's name, type of negotiable instrument, and amount in order for a search to be conducted.
- Western Union - Quick Collect Funds may now be received through Western Union's Quick Collect Program. All funds sent via Western Union's Quick Collect will be posted to your account within 2 to 4 hours, when those funds are sent between 7:00 a.m. and 9:00 p.m. EST (7 days per week, including holidays). Funds received after 9:00 p.m. EST will be posted by 9:00 a.m. EST the following day. Funds sent through Western Union's Quick Collect may be sent via one of the following ways:
- 1) At an agent location with cash: The inmate's family or friends must complete a Blue Quick Collect Send Form. To find the nearest agent they may call (800) 325-6000 or go to www.westernunion.com.
 - 2) By phone using a credit/debit card: The inmate's family or friends may simply call (800) 634-3422 and press option 2.
 - 3) Online using a credit/debit card: The inmates family may go to www.westernunion.com, select Bill Payment, then select Quick Collect.

For each Western Union Quick Collect transaction, the following information must be provided:

- 1) Inmate Register Number
- 2) Inmate Name

- 3) City Code: FBOP
- 4) State Code: DC

Please note that the inmate name and register number must be entered correctly. If the sender does not provide the correct information, the transaction cannot be completed. The City Code will always be FBOP and the State Code will always be DC. Each transaction is accepted or rejected at the point of sale. The sender has the sole responsibility of sending the funds to the correct inmate. If an incorrect register number and/or name are used and accepted and posted to that inmate, funds may not be returned.

Western Union will charge the public a \$9.95 fee for U.S. cash transfers up to \$5,000 processed at Western Union locations. Transfers via internet or telephone have higher fees. Non-U.S. money transfers also have higher fees.

Any questions or concerns regarding Western Union transfers should be directed to Western Union by the sender. Customer Service can be reached at (800) 238-5772, press 1, then 0.

COMMISSARY FUND WITHDRAWALS

A standard form is provided by the institution for the withdrawal of inmate funds from commissary accounts. Unit Managers can approve withdrawal from the trust fund account to send funds to dependents and other family members, or for the purchase of flowers, payment of telegraph, postage costs, and the purchase of special discharge clothing. There is a dollar limit on special purchases. The Unit Manager can also approve withdrawals for the payment of fines, restitution for losses, legitimate debts, and other obligations such as court fees, attorney fees, birth certificates, expenses for escorted trips, bedside visits, escorted funeral trips, and the purchase of legal books. Only the Associate Warden can approve inmate contributions to recognized charities and withdrawals exceeding \$250.00. Withdrawals for education and leisure time items are approved by the Supervisor of Education.

PROGRAMS AND SERVICES

JOB ASSIGNMENTS

All inmates are expected to maintain a regular job assignment. Many job assignments are controlled through a Performance Pay System, which provides monetary payment for work. Federal Prison Industries (FPI) has a separate pay scale. Unit Team staff members (Low and SCP) and the A&O Counselor (Medium) approve job changes and see that the changes are posted on the daily change sheet. Institutional maintenance jobs are usually the first assignment an inmate receives. These might include work in Food Service, as a unit orderly, or in a maintenance shop. FCC Lompoc also has a significant number of inmate jobs in the factory operated by FPI.

FPI employs and trains inmates through the operation of, and earnings from factories producing high-quality products and services for the Federal Government. FCC Lompoc has factories in operation which enables inmates to learn trade skills and at the same time receive gratuities. An inmate may be considered for assignment to industries at his initial classification meeting. Application for FPI employment may be attained from your Unit Team. Inmates are to apply to one specific waiting list only. Those being Electronic Cable Factory, Quality Control (Medium), Business Office (Medium), and Sign Factory (Low).

INDUSTRIES BUSINESS OFFICE (Medium Only)

The FPI Business Office is like any other industrial center. Those assigned to the general office have the opportunity to learn clerical, accounting, and purchasing skills as well as other operations.

ELECTRONIC CABLE FACTORY (Medium and SCP Only)

This factory manufactures all types of cable assemblies. An elite training program has been established here at Medium-Lompoc. High reliability solderers are certified under military specifications which establish the highest degree in hand soldering. A certification course is 40 hours of training in everything from tin alloys to sub-80 degree soldering techniques. An inmate can become a highly skilled worker in high reliability soldering.

QUALITY ASSURANCE (Medium Only)

Trainees in this department learn quality assurance techniques sampling in processing expectation, component testing, and recognizing production problems before they reach the shipment phase. You must be a graduate of the high reliability class and be familiar with military specifications, read drawings, and blueprints, and do visual inspection in electrical and mechanical testing.

SIGN FACTORY (Low Only)

This factory produces all types and styles of signs for Federal and state government agencies. These signs are made using advanced silk screening, vinyl, and painting techniques. An inmate has an opportunity to become a highly skilled worker in all aspects of sign making.

FOOD SERVICE

The following times are approximate, meaning they could be earlier, later, or shortened, as needed:

MONDAY THROUGH FRIDAY MEAL SCHEDULE

Breakfast 6:00 a.m. - 7:00 a.m.

Lunch 11:00 a.m.- 12:00 p.m.

Dinner 5:00 p.m. - 6:00 p.m.

WEEKENDS

Coffee Hour 7:00 a.m. - 8:00 a.m.

Brunch 11:00 a.m. - 12:00 p.m.

Dinner 4:30 p.m. - 6:00 p.m.

MEAL TIME PROCEDURES

During the normal work week, the noon meal is served in order of work assignments. Units are then released to dine and the order of service is determined based upon the various work schedules. Unit rotation is based upon a rotating schedule.

The evening, weekend and holiday meals are served based upon unit rotation. Once the entrance doors close, the dining facility will end serving of the meal and close in ten minutes.

Upon entry into the dining hall, the inmate is required to go to the end of the line. This is required at all times and regardless of the fact the inmate may be on a special diet meal.

When the inmate reaches the beginning of the serving line, he will find trays and utensils. Inmates are allowed one complete set. During meal service in the line, he may opt not to have an item served to him. This does not allow him to exchange it with or give it to another person in the line, or receive double of another item. If an inmate wants to exchange items with another individual, he must do so at his table, not in the line. Upon leaving the main serving line an inmate may go to the beverage, salad and/or hot bar. This area is unlimited on portions an inmate can consume and is fully self-serve.

MAINLINE DRESS CODE:

- All shirts will be tucked in, whether in or out of uniform, whenever entering, and while inside the Dining Hall.
- No caps, beanies, shorts, or sleeveless shirts, are allowed inside the Dining Facility, at anytime.
- Monday through Friday Morning and Lunch meals: Institution Issued Clothing must be worn.
- Evening Meals and Weekends: Shirts with Sleeves, No Sandals, Shower Shoes or Slippers

With the exception of religious head wear, all head wear will be removed before entering the dining hall, and not put back on until after exiting.

RELIGIOUS DIETS

If you are of a religion that requires a special diet, this institution offers a religious diet which has been determined to meet the needs of all faiths requiring special diets. If an inmate desires to be placed on this program, he may apply through the Religious Services Department. It should be noted that if an inmate selects this diet, he is restricted from main line participation. He will be required to present his card each time he receives his meal without exception. This menu is a three-week repeating cycle unlike the five-week repeating cycle of mainline. It should be noted this is not a weight reduction diet, it is high-calorie. If an inmate is found to be violating the restrictions of this program, actions will be initiated to restrict him from future participation.

MEDICAL DIETS

The Bureau of Prisons bases medical diets upon the Mayo Clinic Program which is recognized as the leader in the field. While Medium/SCP Lompoc is not a medical facility, we generally can offer diets to meet the need of the majority of the population. Medical diets will be provided by mainline self selection or pre-plated/controlled plating, and will be available at all institutions, as ordered by medical personnel; as noted in Chapter 5 of Program Statement 4700.05, Patient Care.

EDUCATION DEPARTMENT

EDUCATIONAL PROGRAMS AND GOALS

The Education Department is especially committed to making its educational programs valuable to all inmates and will continue with innovation that increases the quality, efficiency and effectiveness of its programs. You will have the opportunity to improve your knowledge and skills through academic, occupational and leisure time activities. Educational and occupational goals are met and established through precise definitions that provide you with the opportunity to:

- Develop basic educational skills, including those with special learning needs.
- Complete an Adult Literacy Program leading to a General Education Development (GED) certificate and/or high school diploma.
- Complete one or more levels of the English-as-a-Second Language course.
- Acquire or improve marketable skills through one or more occupational/vocational training programs.
- Complete one or more post-secondary education courses.
- Complete one or more organized social educational activities.
- Complete one or more prescribed leisure time activities.

These goals are designed to meet specific needs for functional literacy, high school equivalency, marketable work skills, continuing education, personal growth experiences, and positive use of leisure time.

Skills Development Resource Center (SDRC)

The Skills Development Resource Center (SDRC) is designed to assist inmates prepare for their transition back into the community by providing forms and information pertaining to a wide variety of resources, and job listings for the area being released to. Information, forms, and help is available in the following areas: Employment Bonding Programs, Money Management, Financial Aid; social & educational, Birth Certificates for all 50 states, Section 8 Housing, California Department of Motor Vehicles, and Veteran's Affairs, etc.

Inmates may also find instructional books and limited word processing in the SDRC on how to write a resume & cover letter. Sample job applications are also available for practice, as well as advice on how to answer interview questions like, have you been convicted of a felony within the past five years?

The goal of the SDRC is to help prepare inmates for successful re-entry into their community and workforce.

General Library/legal Resources Center (LRC)

The Federal Bureau of Prison recognizes the rights of inmates to have access to the courts. The Legal Resource Center provides the population with an opportunity to use available legal research and reference materials while preparing legal documents. Typewriters are available for legal needs only. A copy machine is also available at the inmate's expense.

Inmates housed in a Special Housing Unit may request legal materials not available in the Segregation library by submitting an Inmate Request to Staff Member. While in segregation, inmates may receive from the main law library: USPS Priority envelopes, manila envelopes, certified mail receipts, return receipts, pleading paper, typing paper, carbon paper, white envelopes, and copies of legal cases not available in the segregation legal library.

The Leisure Library consists of a large collection of paperback books from each common genera, and a broad range of Spanish books. Also available in the book collection are hardcover reference books. Furthermore, a CD/DVD collection consists of various subjects of an educational value. The Leisure Library's interlibrary loan "Best Seller Program" is coordinated with McNaughton Book Service Company. The Best Seller collection consists of a "core" library containing 300 of the most recent bestselling books, rotated periodically. The Black & Gold program is another interlibrary loan program; it is conducted through the Lompoc Public Library, and in cooperation of Education Staff. Through this program, inmates can request non-fiction books from the Lompoc Public Library.

The Leisure Library and the Legal Resource Center Hours are slightly different for each institution. The following is only a general guideline:

- Monday through Thursday - 8:00 a.m. - 3:00 p.m. / 4:30 p.m. - 8:30 p.m.
- Friday - 8:00 a.m. - 3:00 p.m.
- Saturday - 7:00 a.m. - 3:00 p.m.

MANDATORY LITERACY PROGRAMS

By policy, all federal prisoners who do not have either a verified high school diploma or a General Education Development (GED) certificate must enroll in a literacy program for 240 institutional hours or until a GED is achieved, whichever occurs first. Inmates may ask to be released from this program after 240 institutional hours; however, all promotions in the Federal Prison Industries (UNICOR) and institutional job assignments beyond entry-level grade are dependent upon successful completion of the Literacy Program. Failure to enroll for the minimum 240-hour literacy program may result in disciplinary action and/or loss of Good Time Credits.

The Violent Crime Control Law Enforcement Act (VCCLEA) mandates that an inmate with a date of offense on or after September 13, 1994 but before April 26, 1996, lacking a high school diploma, participate in and make satisfactory progress toward obtaining a General Education Development certificate in order to earn vested Good Conduct Time (GCT).

The Prison Litigation Reform Act (PLRA) provides that when determining GCT awards, the Bureau of Prisons will consider satisfactory progress toward obtaining a GED certificate.

General Educational Development Program (GED)

Inmates who do not have a high school diploma or GED certificate and are deemed prepared by their scores on the GED pretest may take the GED examination. The examination consists of five tests: Writing Skills, Social Studies, Science, Reading, and Mathematics. A pass on the examination by GED Testing Services standards entitles the examinee to a GED certificate and credit for completion of the Bureau's GED program. Those who are not prepared to take the GED exam will be enrolled in a GED preparation class where attendance is required.

English as a Second Language Program (ESL)

All incoming U.S. citizen inmates, with certain exceptions, who have been determined to have limited proficiency in the English language, will be required to take the CASAS test measuring English comprehension. Inmates who are required to take the CASAS test and who score less than an eighth grade level (e.g. a score less than 225) will be required to attend ESL classes until they achieve a score of 225 upon retesting.

Educational Incentives Program

Incentives are offered for achieving a GED certificate or successful completion of the ESL program. Additionally, both programs offer a "Student of the Month" incentive to students who show exemplary effort in their respective program. The specific incentives awarded are determined by education staff commensurate with the level of the student's progress and/or accomplishment.

Parenting Program

The Parenting Program is structured to be responsive to the needs of incarcerated individuals. The objective is to help inmates be able to have healthy communication and effective listening skills with children and family. In the various stages of the program, students will observe different films and have student centered discussions via direct questions.

Vocational/ Occupational Training Programs

Vocational Training is an integral part of FCC Lompoc's education program. Vocational Training is the basic study of a trade or occupation with emphasis placed on hands on training combined with live work. Education staff members or contract instructors conduct the training class sessions. The following programs are available at different institutions within the Complex:

- Computer Graphic Design
- Meat Processing
- High Reliability Soldering
- Business Computers
- Carpentry/Woodworking
- Barbering Technology

Visit the Education Department at the institution you are assigned in order to determine which specific vocational programs are offered at that institution and enrollment procedures.

Post Secondary/Correspondence Course Program

The Post Secondary Education Program consists of information and proctoring of correspondence college courses offered by various colleges through distance learning programs. Additionally, Allan Hancock Community College, a local public two year college, regularly offers courses on site. After successfully completing a college course, inmates receive college credits that may be applied towards a degree or transferred to another post secondary school. Inmates interested in college courses should contact the Post Secondary Education Coordinator at their facility for further information.

Other types of correspondence schools are encouraged, however the school and work courses must be approved in advance by the Supervisor of Education. Inmates interested in taking correspondence courses are to contact the education staff at their respective institutions for further direction.

Adult Continuing Education Program (ACE)

The Adult Continuing Education (ACE) program is designed to meet the needs and special interests of inmates interested in expanding educational horizons. Courses offered in the ACE program are provided as the need arises. Varieties of courses are offered, based on the interests of the inmate population. If you are knowledgeable in an area that might be of interest to other inmates, stop by the Education Department for more information.

RECREATION, LEISURE, AND SOCIAL PROGRAMS

Leisure activities and recreation programs are also supervised by the Education Department. These programs help inmates develop an individual wellness concept for participants. Programs include indoor and outdoor activities, and range from individualized arts and crafts programs to intramural team sports such as softball and volleyball. Physical fitness and weight reduction programs are also important activities for inmates and contribute to positive mental health, good interpersonal relations, and stress reduction. In addition,

inmates can learn to use their free time constructively.

HOBBY CRAFT

Hobby craft programs available to the inmate population include activities such as: painting, leather art, and woodworking. Completed projects that are authorized by the Hobby Shop Supervisor must be mailed home to one of your approved visitors, within 30 days of completion. Inmates are not allowed to have completed projects in their cells. (See Personal Property limit's section of hobby craft project property and disposal procedures).

All hobby craft's raw materials and projects will be stored in a hobby shop locker. All projects kept in the hobby shop locker may be removed if they pose a safety, sanitation, or security hazard. Disposal of completed hobby craft work must be arranged immediately after completion. Disposal will be by mailing the project(s) to any individual approved to visit the inmate. The hobby shop supervisor will approve all such mailings.

When a waiting list exists for inmates wanting to participate in hobby crafts, inmates presently in hobby crafts will be limited to 90 days participation. After 90 days, each inmate will be rotated out of hobby craft and placed on the bottom of the waiting list. During such waiting periods, the hobby shop will provide secure storage space for inmate hobby craft materials. Hobby crafts may not be sold to another inmate, staff, or the general public at this institution or by mail. To do so is a violation of Prohibited Act 408, Conducting a Business, and appropriate disciplinary action will be taken.

MUSICAL INSTRUMENTS

Musical instruments are available in the recreation area for inmates at this institution. These instruments will remain in the recreation area. Authorization of musical instruments are allowed in the housing unit, but ear phones must be utilized.

PSYCHOLOGY SERVICES

INTAKE SCREENING

An inmate's first contact with a psychologist will come within 14 days of intake screening. An inmate will be asked to participate in an interview and information from his PSI will be used to complete a short intake screening report that will be included in the inmate's Central File and used for planning purposes at FCC Lompoc.

INDIVIDUAL PSYCHOTHERAPY

A psychologist will be available for individual psychotherapy on an as needed basis. Inmates may request an appointment via cop-out to the psychologist. An appointment will be scheduled on the call-out sheet on a timely basis, generally within 14 work days.

GROUP PSYCHOTHERAPY AND PERSONAL DEVELOPMENT GROUPS

Each psychologist will be conducting various groups for the inmates. The kinds of groups will depend upon the inmates' needs and interests. Announcements for these groups will generally be made at meetings and/or on unit bulletin boards.

CRISIS INTERVENTION

The Psychologists are available for discussion of any personal problem. If an inmate has a serious problem of an emergency nature that limits his ability to cope with day-to-day activities, the Psychologist will see him as soon as possible, usually the same day. Inquire via the Detail Supervisor, Unit Officer or a Unit Staff Member to notify the Psychologist as soon as possible. Non emergencies will be scheduled on the call-out sheet on a timely basis, generally within 14 working days.

COUNSELING ACTIVITIES

There are many alternatives for inmates who have personal problems and desire to correct them. These options include, Alcoholics Anonymous, self-image groups, and other voluntary groups. In addition, FCC Lompoc has professional staff as resources who are trained in the various social science fields. Inmate participation in such activities is voluntary. These staff on each unit are available for informal counseling sessions and they conduct formal group counseling activities.

DRUG ABUSE PROGRAMMING

Inmates with histories of drug and/or alcohol abuse during the past five (5) years should discuss their interest in and need for drug abuse programming with the Psychologist during intake screening. Individualized programs will be designed to meet each inmate's needs and may consist of one or more of the following: group therapy or counseling, personal development groups, individual therapy or counseling, correctional counseling, crisis intervention, pre-release counseling, voluntary groups, or other programs deemed appropriate.

CENTRAL INMATE MONITORING SYSTEM

The Central Inmate Monitoring System (CIMS) is a method for the Bureau's Central and Regional Offices to monitor and control the transfer, temporary release, and participation in community activities of inmates who require management considerations.

Classification as a CIMS case does not, in and of itself, prevent an inmate from participating in community activities. All inmates who are designated as CIMS cases will be so notified by their Case Manager.

MARRIAGES

Any inmate wishing to be married while incarcerated must have the Warden's authorization to do so. All expenses of the marriage will be paid by the inmate. Government funds may not be used for marriage expenses.

If an inmate requests permission to marry, he must:

- Have a letter from the intended spouse which verifies her intention to marry.
- Demonstrate legal eligibility to marry.
- Be mentally competent
- Chaplains are available to discuss with the inmate and fiancée the issue of marriage while incarcerated.

SELF IMPROVEMENT PROGRAMS

Self Improvement Programs are available throughout the institution. The Education Department, Unit Team, Psychology Services and Medical Services staff can all direct you to the point of contact for participation in these groups.

RELEASE PREPARATION PROGRAMMING

The Release Preparation Program is designed to assist inmates in preparing themselves for release. Inmates will be given aid in developing plans for their personal lives and for work. These programs offer classes and information seminars concerning the personal, social, and legal responsibility of civilian life. Routinely scheduled information sessions with the United States Probation Office members, other interested agencies, and employers are available.

RELIGIOUS SERVICES

THE CHAPLAINS

The FCC has chaplains from various religious backgrounds. They perform worship services and religious classes for inmates who are of each chaplain's faith group. They conduct 22 worship services weekly and provide study groups for a variety of faith groups. These programs are made available through the assistance of community contractors and volunteers.

THE CHAPEL

The chapel is open all day Saturday and Sunday and during several weekday evenings. A schedule of regular religious services and the Chaplain's duty schedule is posted in the chapel, main corridor, and housing units.

The chapel spaces at the Medium are located off of the main corridor on the second floor next to the auditorium and across the corridor, at the Religious Activities Center (RAC). If you are not able to climb the chapel steps, please let the chaplains know so that they can arrange your services on the ground floor.

OUTSIDE WORSHIP AREA

The Outside worship area consists of three spaces, which allow religious practitioners to worship outdoors. The sweat lodge is located on the recreation yard. This area is utilized for traditional Native American worship. Inmates must ensure that they have no medical conditions which could preclude them from participating in the sweat lodge. There is also a space reserved for other nature based religious practices. Another neutral space is available for inmates requiring an outside area for meditation, prayer, and/or for special religious observances.

RELIGIOUS, PERSONAL, & CRISIS COUNSELING

The Chaplains are available for Pastoral and/or crisis counseling. You may ask for an appointment with the Chaplain whenever the Chapel is open. In an emergency, ask your supervising staff to phone the Chaplain for you.

FAMILY EMERGENCIES

Your family may telephone the institution for immediate family emergencies (death or hospitalizations.) The phone number for the Camps and the Medium is (805) 735-2771. The number for the Low is (805) 736-4154. An emergency report must be verified with community officials by institution staff before you are notified.

CHAPEL TELEPHONES

Upon emergency notification, the chaplain will inform the inmate and allow him the possibility of calling his family. This phone line is monitored and recorded.

MINISTER OF RECORD

Inmates may have the opportunity of having an outside minister placed on his visiting list, as a "Minister of Record." By doing so, the minister will be available to visit you in the visiting room, without having any visiting points deducted. This will be done upon verification and authorization.

RELIGIOUS DIET

An inmate may apply for participation in the “Alternative Religious Dietary Program.” Inmates considering participation in this religious program, must first be interviewed by the chaplain.

RELIGIOUS MEDALS

For safety and security reasons, an inmate may not receive religious medals and chains from any source other than an approved commercial vendor using your commissary account. To order, see the Chaplains who have catalogues from which an inmate may order a medal and chain (combination not to exceed \$100.)

RELIGIOUS BOOKS AND OTHER ARTICLES

The chapel has a well supplied religious library with books, DVD’s, and videos. There are also, the religious magazines, prayer books, Bibles, Q’urans, and other religious literature, available for your use.

INMATE FINANCIAL RESPONSIBILITY PROGRAM

Working closely with the Administrative Office of the Courts and the Department of Justice, the Bureau administers a systematic payment program for court-imposed fines, fees, and costs. All designated inmates are required to develop a financial plan to meet their financial obligations. These obligations may include: special assessments, imposed under 18 USC 3013 Court Ordered Restitution, fines, court costs, judgments in favor of the United States, other debts owed the Federal Government, and other court-ordered obligations (i.e., child support, alimony, other judgments).

Institution staff assist in planning, but the inmate is responsible for making all payments required, either from earnings within the institution or from outside resources. The inmate must provide documentation of compliance and payment. If an inmate refuses to meet his obligation, the inmate may be removed from Federal Prison Industries and will not receive any compensation above maintenance pay level. Inmates in refusal status will not be permitted in a single cell, may not place special purchase orders, or may not receive pre-release CCC placement. A monthly spending limitation of \$25 will also be imposed. Telephone use and other privileges may also be restricted. The institution will provide additional pertinent information regarding specific financial obligations and requirements during the Institution's A&O Program.

MEDICAL

All new arrivals or transfers will be placed on the “Call-Out” sheet for a physical exam. This happens on Wednesdays and includes the completion of a medical and dental history form, dental examination, various laboratory tests (blood, urine, tuberculin skin testing, audiogram), and other tests as clinically indicated.

SICK CALL

Sick-calls will be scheduled based on the submission of a written request in triage order. Inmates who require medical attention will be seen for sick call at the following times:

Monday 6:15 a.m. to 6:45 a.m.

Tuesday 6:15 a.m. to 6:45 a.m.

Wednesday No sick-call

Thursday 6:15 a.m. to 6:45 a.m.

Friday 6:15 a.m. to 6:45 a.m.

You must present your identification card and your written request (bring a pen). All inmates will receive an appointment slip to advise your work detail and unit officers.

- Emergency sick-call will be provided during duty and non-duty hours. You must report all emergencies to your work detail supervisor and/or unit officers.
- Emergency dental services are available using the same procedures as medical sick-call. If you report to sick-call between 6:15 a.m. and 6:45 a.m., please inform the medical staff you are there for a dental problem. You will be seen by the dentist as soon as possible.
- To get your name on the waiting list for a dental cleaning and examination, you must submit an “Inmate Request to Staff Member” (cop-out) to the dental clinic.
- To get your name on the waiting list for an eye exam, you must submit an “Inmate Request to Staff Member” (cop-out) to the Health Services Department.

PHYSICIAN VISITS

The physician will see inmates only by a Physician Assistant’s (PA’s) referral. The physician is available for medical staff consultation on an as-needed-basis. Specialty clinics will be provided to those inmates identified with various chronic medical conditions such as

hypertension, diabetes, etc. You will be placed in a specialty clinic conducted by the physician at least quarterly.

PILL LINE

Controlled, restricted, and “keep-on” person medication pick-up are dispensed from the pharmacy window or “Pill Line.” Be sure to know what your medication(s) is/are for. Return empty prescription bottles to the box in front of the pharmacy for refills.

	<u>Weekdays</u>	<u>Weekends and Holidays</u>
Diabetics	6:00 a.m. - 6:15 a.m.	8:00 a.m. - 8:15 a.m.
AM Pill Line	7:00 a.m. - 7:30 a.m.	8:15 a.m. - 8:45 a.m.
Noon Pill Line	11:30 a.m. - 12:30 p.m.	11:30 a.m. - 12:30 a.m.
Diabetics	5:00 p.m. - 5:15 p.m.	5:00 p.m. - 5:15 p.m.
PM Pill Line	8:30 p.m. - 9:00 p.m.	8:30 p.m. - 9:00 p.m.

Prescription Pickup 12:00 pm. To 12:15 p.m.

PHYSICALS

If you are 50 years of age or older and have been in the institution for at least one year, you may request an annual physical. If you are under 50 years of age and have been in the federal prison system for two years, you may request a physical every two years. If you are being released and have not had a physical within the last year, you may request a physical through a request to Health Services staff.

SPECIAL CARE ITEMS

Inmates who require eye glasses, dentures, braces, etc., may obtain the same (at government expense) following recommendation by the clinician. Inmates who wish to have eye glasses mailed from home must have a copy of their recent eye exam.

YOU HAVE UNIMPEDED ACCESS TO MEDICAL CARE. ALL COMPLAINTS WILL BE ACCEPTED BY THE HEALTH SERVICES ADMINISTRATOR, ASSOCIATE WARDEN, AND THE WARDEN. PLEASE REVIEW YOUR “RIGHTS AND RESPONSIBILITIES” LOCATED IN THIS HANDBOOK AND POSTED ON THE HEALTH SERVICES BULLETIN BOARDS.

NOTICE TO INMATES INMATE CO-PAYMENT PROGRAM

Pursuant to the Federal Prisoner Health Care Co-payment Act (FHCCA) of 2000 (P.L. 106-294, 18 U.S.C. § 4048), The Federal Bureau of Prisons provide notice of the Inmate Co-payment Program for health care, effective October 3, 2005.

- A. Application:** The Inmate Co-payment Program applies to anyone in an institution under the Bureau’s jurisdiction and anyone who has been charged with or convicted of an offense against the United States, except inmates in inpatient status at a Medical Referral Center (MRC). All inmates in outpatient status at the MRCs and inmates assigned to the General Population at these facilities are subject to co-pay fees.
- B. Health Care Visits with a Fee:**
1. You must pay a fee of \$2.00 for health care services, charged to your Inmate Commissary Account, per health care visit, if you receive health care services in connection with a health care visit that you requested, except for services described in section C., below.
- These requested appointments include Sick Call and after-hours requests to see a health care provider. If you ask a non-medical staff member to contact medical staff to request a medical evaluation on your behalf for a health service not listed in section C., below, you will be charged a \$2.00 co-pay fee for that visit.
2. You must pay a fee of \$2.00 for health care services, charged to your Inmate Commissary Account, per health care visit, if you are found responsible through the Disciplinary Hearing Process to have injured an inmate who, as a result of the injury, requires a health care visit.
- C. Health Care Visits with no Fee:**
- We will not charge a fee for:
- Health care services based on health care staff referrals
 - Health care staff-approved follow-up treatment for a chronic condition
 - Preventive health care services
 - Emergency services
 - Prenatal care
 - Diagnosis or treatment of chronic infectious diseases
 - Mental health care

- Substance abuse treatment

If a health care provider orders or approves any of the following, we will also not charge a fee for:

Blood pressure monitoring

- Glucose monitoring
- Insulin injections
- Chronic care clinics
- TB testing
- Vaccinations
- Wound Care
- Patient education

Your health care provider will determine if the type of appointment scheduled is subject to a co-pay fee.

D. Indigency:

An **indigent inmate** is an inmate who has not had a trust fund account balance of \$6.00 for the past 30 days. If you are considered indigent, you will not have the co-pay fee deducted from your Inmate Commissary Account. If you are NOT indigent, but you do not have sufficient funds to make the co-pay fee on the date of the appointment, a debt will be established by TRUFACS, and the amount will be deducted as funds are deposited into your Inmate Commissary Account.

E. Complaints:

You may seek review of issues related to health service fees through the Bureau's Administrative Remedy Program (see 28 CFR part 542).

Over The Counter Medication (OTC)

Inmates may buy OTC medications which are available at the commissary. Inmates may also obtain OTC medications at triage if the inmate does not already have the OTC medication and:

- Health services staff determine that the inmate has an immediate medical need which must be addressed before his or her regularly scheduled commissary visit
- The inmate is without funds
- OTC medications will be issued for 3 days only

It is to be strongly emphasized that inmates will only be referred to OTC for minor self treatable ailments. Commissary will provide a list of the OTC medication stocked, this will be approved with concurrence of HSA, Pharmacist and the Clinical Director (CD). The HSA, CD and the Chief Pharmacist will be members of the local commissary meetings.

PROBLEM RESOLUTION

INMATE REQUESTS TO STAFF MEMBER

The Bureau form BP-148, commonly called a "copout" is used to make a written request to a staff member. Any type of request can be made with this form. "Cop-outs" may be obtained in the living units from the Correctional Officer on duty. Staff members who receive a "copout" will answer the request in a "reasonable" period of time. The answer will be written on the bottom of the request form.

ADMINISTRATIVE REMEDY PROCESS

The Bureau emphasizes and encourages the resolution of complaints on an informal basis. Hopefully, an inmate can resolve a problem informally by contacts with staff members or "cop-outs." When informal resolution is not successful, however, a formal complaint can be filed as an Administrative Remedy. Complaints regarding Tort Claim, Inmate Accident Compensation, Freedom of Information or Privacy Act Requests, and complaints on behalf of other inmates are not accepted under the Administrative Remedy Procedure.

The first step of the Administrative Remedy procedure is the documentation of the informal resolution attempts written on a BP-8 Form. Inmates may obtain this form from their Correctional Counselor or other designated unit staff member. On the BP-8 Form, the Inmate will briefly state the nature of the problem and list the efforts made to resolve the problem informally.

After the BP-8 is completed, and if the issue cannot be informally resolved, the Counselor will issue a BP-229 (BP-9) Form (usually within 48 hours of the time the inmate approached the employee with the problem). The inmate will return the completed BP-9 along with the BP-8 Form to the Unit Manager, who will review the material to ensure an attempt at informal resolution was made. The BP-9 complaint must be filed within 20 calendar days from the date on which the basis for the incident or complaint occurred, unless it was not feasible to file within that period of time. Institution staff have 20 calendar days to act on the complaint and to provide a written response to the inmate. This time limit for the response may be extended for an additional 20 calendar days but the inmate must be notified of the extension.

If the inmate is not satisfied with the response to the BP-9, he may file an appeal to the Regional Director. This appeal must be received in the Regional Office within 30 calendar days from the date of the BP-9 response. The Regional Appeal is written on a HP-230 (BP-10) Form, received from the Counselor, and must have a copy of the BP-9 Form and response attached. The Regional appeal must be answered within 30 calendar days, but the time limit may be extended an additional 30 days. The inmate must be notified of the extension.

If the inmate is not satisfied with the response by the Regional Director, he may appeal to the Central Office of the Bureau of Prisons. The National appeal must be made on a BP-231 (BP-II) Form and must have copies of the BP-9 and BP-10 Forms with responses. The BP-II Form may be obtained from the Correctional Counselor. The National appeal must be answered within 40 calendar days, but the time limit may be extended an additional 20 days if the inmate is notified.

TIME LIMITS (IN CALENDAR DAYS):

Filing:

BP-9: 20 days of incident

BP-10: 20 days from BP-9 response

BP-11: 30 days from BP-10 response

Response: Extension:

BP-9: 20 days BP-9: 20 days

BP-10: 30 days BP-10: 30 days

BP-II: 40 days BP-11: 20 days

SENSITIVE COMPLAINTS

If an inmate believes a complaint is of such a sensitive nature that he would be adversely affected if the complaint became known to the institution, he may file a complaint directly to the Regional Director. The inmate must explain, in writing, the reason for not filing the complaint with the institution. If the Regional Director agrees that the complaint is sensitive, it will be processed. If the Regional Director does not agree that the complaint is sensitive, the inmate will be advised in writing of that determination and the complaint will be returned to the inmate. The inmate may then pursue that matter by filing a BP-9 at the institution.

RELEASE

SENTENCE COMPUTATION

The Designation and Sentence Computation Center (DSCC) is responsible for the computation of inmate sentences. An inmate will be given a copy of his sentence computation as soon as it is prepared. Any questions about good time, jail credit, parole eligibility, full term dates, release dates, or periods of supervision are resolved by staff upon the inmates' request for clarification.

FINES AND COSTS

In addition to jail time, the court may impose a committed or noncommitted fine and/or costs. Committed fine means that the inmate will stay in prison until the fine is paid, makes arrangements to pay the fine, or qualifies for release under the provisions of Title 18 USC, Section 3569 (pauper's oath). Non-committed fines have no condition of imprisonment based on payment of fines or costs.

DETAINERS

Warrants (or certified copies of Warrants) based on pending charges, overlapping consecutive, or unsatisfied sentences in federal, state, or military jurisdictions, will be accepted as detainers. It is very important that the inmate initiate efforts to clear up these cases to the degree he can.

Case management staff may give assistance to offenders in resolving their detainer status. The degree to which the staff can assist in such matters as these will depend on individual circumstances. Federal and state detainers may be quickly processed under the procedures of the "Interstate Agreement on Detainers." This agreement applies to all detainers based on untried pending charges which have been lodged against an inmate by a "member" state, including the United States Government, regardless of when the detainer was lodged.

For an inmate to use this procedure, the warrant must be lodged with the institution. If no detainer is actually lodged at the institution, but the inmate knows of pending charges, it is important for the inmate to contact the court and district attorney because in some states the detainer notice may start the time running for a Speedy Trial Act agreement.

GOOD CONDUCT/GOOD TIME

This applies to inmates sentenced for an offense committed after November 1, 1987.

The Comprehensive Crime Control Act became law November 1, 1987. The two most significant changes in the sentencing statutes deal with good time and parole issues. There are no provisions under the new law for parole. The only good time available will be 54 days per year good conduct time. This may not be awarded until the end of the year, and may be awarded in part or in whole,

contingent upon behavior during the year. Once awarded, it is vested and may not be forfeited. There is no statutory good time or extra good time for offenses committed after November 1, 1987.

Violent Crime Control and Law Enforcement Act of 1994 (VCCLEA) offenses are those which were committed on or after September 13, 1994, but prior to April 26, 1996. Under this Act, crimes are categorized as "violent" or "nonviolent". Good Conduct Time (GCT) for nonviolent VCCLEA crimes is based on satisfactory compliance with institution disciplinary regulations. GCT for violent VCCLEA crimes is based on exemplary compliance with institution discipline regulations. In both cases, the maximum amount of GCT that may be awarded is 54 days per year of service of sentence. GCT credit shall not be vested unless the prisoner has earned or is making satisfactory progress toward a high school diploma or equivalent degree.

Prison Litigation Reform Act of 1995 (PLRA) offenses are those which were committed on or after April 26, 1996. Under this Act, GCT is based on exemplary compliance with institution discipline regulations and earned or satisfactory progress toward a high school diploma or equivalent degree. The maximum amount of GCT that may be awarded is 54 days per year of service of sentence, however, credit shall not vest until the day the prisoner releases from custody.

Education staff will verify GED credential or high school diploma and record progress for the literacy program. Those prisoners without a high school diploma or equivalent are required to participate in a 240 instructional hour literacy program. Non-participation or unsatisfactory progress in this program will result in an "unsat" education status. GCT under VCCLEA, or an "unsat" education status, does not post and is subject to forfeiture. Under PLRA only 42 days of GCT per year may be earned while in "unsat" status. GCT that is forfeited or disallowed may not later be restored.

All inmates serving a violent VCCLEA or PLRA sentence must have all 100 and 200 level disciplinary charges referred to the DHO. 100 level charges are subject to disallowance of 40 days minimum or 75% of available GCT. 200 level charges are subject to disallowance of 40 days minimum or 50% of available GCT. Non-vested GCT may be forfeited or disallowed and may not later be restored.

THE GOOD TIME DISCUSSIONS BELOW DO NOT APPLY TO INMATES SENTENCED UNDER THE NEW SENTENCING GUIDELINES: GOOD TIME

"Good Time" awarded by the Bureau of Prisons under statutes enacted prior to November 1, 1987, has the effect of reducing the stated term of the sentence that is, it advances the date when release will be mandatory if the offender is not paroled at an earlier date. The award of good time does not in itself advance the offender's release date. It has that effect only if the offender would not otherwise be paroled before the mandatory date.

The behavior for which good time is awarded may also be considered by the Parole Commission in setting a parole date. However, this is not always done. Even when it is the extent of the benefit to the offender may not be equivalent to the good time earned.

STATUTORY GOOD TIME

Under 18 U.S. Code 4161, an offender sentenced to a definite term of six months or more is entitled to a deduction from his term, computed as follows: if the offender has faithfully observed the rules of the institution and has not been disciplined.

- Not greater than one year - 5 days for each month of the not less than six months or more than one year Sentence.
- More than 1 year, less than 3 years - 6 days for each month of the stated sentence.
- At least 3 years, less than 5 years - 7 days for each month of the stated sentence.
- At least 5 years, less than 10 years - 8 days for each month of the stated sentence.
- 10 years or more - 10 days for each month of the stated sentence.

At the beginning of the prisoner's sentence, the full amount of statutory good time is credited, subject to forfeiture if the prisoner commits disciplinary infractions.

If the sentence is for five years or longer, 18 USC 4206 (d) requires the parole commission to release an offender after he has served two-thirds of the sentence, unless the commission determines that he has seriously violated Bureau of Prisons rules or regulations or that there is a reasonable probability that he will commit a crime. For offenders serving sentences of five to ten years, this provision may mandate release before the date established by subtracting good time from the sentence.

Statutory Good Time does not apply to life sentences or to those few inmates remaining who were sentenced under the Youth Corrections Act. It applies to a split sentence if the period of confinement is exactly six months; a shorter period does not qualify for good time under the statute, and a longer period cannot be part of a split sentence.

THE FOLLOWING APPLIES ONLY TO INMATES SENTENCED FOR AN OFFENSE COMMITTED PRIOR TO NOVEMBER 1, 1987:

EXTRA GOOD TIME

The Bureau of Prisons awards extra good time credit for performing exceptionally meritorious service, or for performing duties of outstanding importance, or for employment in an industry or camp. An inmate may earn only one type of good time award at a time (i.e., an inmate earning industrial or camp good time is not eligible for meritorious good time), except that a lump sum award may be given in addition to another good time award. Neither the Warden nor the Disciplinary Hearing Officer may forfeit or withhold extra good time.

The Warden may disallow or terminate the awarding of any type of extra good time (except for lump sum award), but only in a non-disciplinary context and only upon recommendation of staff. The Disciplinary Hearing Officer may also disallow or terminate the awarding of any type of extra good time (except lump sum awards) as a disciplinary sanction. Once an awarding of meritorious good time has been terminated, the Warden must approve a new staff recommendation order for the award to re-commence. "Disallowance" means that an inmate does not receive an extra good time award for only one time for that calendar month. There may be no partial disallowance. A decision to disallow or terminate extra good time may not be suspended pending future consideration. No retroactive award of meritorious good time has been disallowed or terminated.

COMMUNITY CORRECTIONS CENTER GOOD TIME

Extra good time for an inmate in a federal contract Community Corrections Center is awarded automatically beginning on arrival at that facility and continuing as long as the inmate is confined to the Center, unless the award is disallowed.

GOOD TIME PROCEDURES

Extra good time is awarded at a rate of 3 days per month during the first 12 months, and at the rate of 5 days per month thereafter (i.e., the first 12 months, as stated, means 11 months and 30 days - Day for Day - of earning extra good time before an inmate can start earning 5 days per month. For example, if an inmate were to stop working, transfer from Industry to an institution job, or if good time was terminated for any reason, the time that the inmate is not earning good time does not count in calculation of the first 12 months). If the beginning or termination date of an extra good time award occurs after the first day of the month, a partial award of days is made. An inmate may be awarded extra good time even though some or all of the inmate's statutory good time has been forfeited or withheld.

Extra good time is not automatically discontinued while an inmate is hospitalized, on furlough, out of the institution on a Writ of Habeas Corpus, or removed under the Interstate Agreement on Detainers Act. Extra good time may be terminated or disallowed during such absences if the Warden finds that the inmate's behavior warrants such action.

An inmate committed for civil contempt is not entitled to extra good time deduction while serving the civil contempt sentence. An inmate in an extra good time earning status may not waive or refuse extra good time credits. Once extra good time is awarded, it becomes vested and may not be forfeited or withheld or retroactively terminated or disallowed.

LUMP SUM AWARDS

Any staff member may recommend to the Warden the approval of an inmate for a lump sum award of extra good time. Such recommendations must be for an exceptional act of service that is not a part of a regularly assigned duty. The Warden may make lump sum awards of extra good time of not more than 30 days. If the recommendation is for more than 30 days and the Warden agrees, the Warden will refer the recommendation to the Regional Director, who may approve the award.

No award will be approved if the award would be more than the maximum number of days allowed under USC 4102. The actual length of time served on the sentence including jail credit time, is the basis on which the maximum amount of the award is calculated. Any extra good time already earned will be subtracted from this stated maximum. Staff may recommend lump sum awards of extra good time for the following reasons:

- An act of heroism
- Voluntary acceptance and satisfactory performance of an unusually hazardous assignment.
- An act which protects the lives of staff or inmates or the property of the United States. This is to be an act and not merely the providing of information in custodial or security matters.
- A suggestion which results in substantial improvement of a program or operation which results in significant savings
- Any other exceptional or outstanding service.

PAROLE

Parole is release from incarceration under conditions established by the United States Parole Commission. Parole is not an act of clemency. A parolee remains under the supervision of a United States Probation Officer until the expiration of his full term.

Inmates are ordinarily permitted an opportunity to appear before the Parole Commission within 120 days of commitment (EXCEPTIONS: inmates sentenced before September 6, 1977, and inmates with a minimum parole eligibility of ten years). If the

inmate chooses not to appear before the Parole Board within the first 120 days of commitment, a waiver must be given to the Case Manager or Correctional Counselor prior to the time of the scheduled parole hearing. This waiver will be made part of the Parole Commission file and the inmate's central file. All inmates who previously waived a parole hearing are eligible to appear before the Parole Board at any regularly scheduled hearing after they waive. Application for a parole hearing must be made at least 60 days before the first day of the month of the Hearing. The Parole Board conducts hearings at most Bureau institutions every two months.

Application to the Parole Commission for a Hearing is the responsibility of the inmate, but in certain cases the Unit Team will assist the inmate if necessary. Application forms may be obtained from Case Managers or Correctional Counselors.

Following the Hearing, the inmate will be advised of the tentative decision reached in the case by the Hearing Examiners. The recommendations of the Hearing examiners must be confirmed by the Central Office of the Parole Board. This confirmation usually takes three to four weeks and is made through the mail on a form called a "Notice of Action." This decision may be appealed by the inmate. Forms for appeal may be obtained from unit Correctional Counselors or Case Managers. If granted a presumptive parole date (a parole date more than six months following the Hearing), a parole progress report will be sent to the parole board three to six months before the parole date.

Parole may be granted to a detainee or for the purpose of deportation

RESIDENTIAL REENTRY CENTER (RRC) PLACEMENTS

Inmates who are nearing release, and who need assistance in obtaining a job, residence or other Community resources, may be transferred to a community corrections program. An inmate may be submitted for a placement in accordance with the Second Chance Act.

The Bureau's Community Corrections Branch, within the Correctional Program Division, supervises services provided to offenders housed in contract facilities and participating in specialized programs in the community. The Community Corrections Manager (CCM) links the Bureau of Prisons with the United States Courts, other Federal agencies, state and local government, and the community. Located strategically throughout the country, the CCM is responsible for developing and maintaining a variety of contract facilities and programs working under the supervision of the appropriate Regional Community Programs Administrator.

Community programs have three major emphases: Community-based programs, provided by community corrections centers and local detention facilities, programs that provide intensive nonresidential supervision to offenders in the community, and programs that board juvenile and adult offenders in contract Correctional facilities.

Community-based Residential Programs: The community-based residential programs available include both typical community corrections centers and local detention facilities.

Each provides a suitable residence, structured programs, job placement, and counseling while monitoring the offender's activities. They also provide drug testing and counseling, and alcohol monitoring and treatment. While in these programs, employed offenders are required to pay subsistence to help defray the cost of their confinement.

Most Bureau of Prisons community-based residential programs are provided in Residential Re-entry Centers (RRC's). These facilities contract with Bureau of Prisons to provide residential correctional programs near the offender's home community. RRCs are used primarily for three types of offenders:

- Those nearing release from a BOP institution, as a transitional service while the offender is finding a job, locating a place to live, and re-establishing family ties.
- Those under community supervision who need guidance and supportive services beyond what can be provided through regular supervision.
- Those serving short sentences of imprisonment and terms of community confinement.

Each RRC now provides two components within one facility, a pre-release component and a community corrections component. The pre-release component assists offenders making the transition from an institutional setting to the community. Except for employment and other required activities, the offenders in this second, more restrictive component must remain at the RRC, where recreation, visiting, and other activities are provided in-house.

The other option for community-based residential programming is local detention facilities. Some local jails and detention centers are used to confine offenders serving short sentences. Many have work release programs where an offender is employed in the community during the day and returns to the institution at night. These facilities may also be used for offenders sentenced to terms of intermittent confinement such as nights, weekends, or other short intervals. Some of these local facilities have work release programs similar to the Community Corrections Component in a RRC serving in the transition from the institution to the community.

DISCIPLINARY PROCEDURES

DISCIPLINE

It is the policy of the Bureau of Prisons to provide a safe and orderly environment for all inmates. Violations of Bureau rules and regulations are dealt with by the Unit Discipline Committees (UDC) and for more serious violations, the Disciplinary Hearing Officer.

Inmates are advised upon arrival at the institution of the rules and regulations, and are provided with copies of the Bureau's Prohibited Acts, as well as local regulations.

INMATE DISCIPLINE INFORMATION

If a staff member observes or believes he or she has evidence that an inmate has committed a prohibited act, the first step in the disciplinary process is writing an Incident Report. This is a written copy of the charges against the inmate. The Incident Report shall ordinarily be delivered to the inmate within 24 hours of the time staff become aware of the inmate's involvement in the incident. An informal resolution of the incident may be attempted by the Correctional Supervisor. If an informal resolution is accomplished, the Incident Report will be removed from the inmate's central file. Informal resolution is encouraged by the Bureau of Prisons for all violations except those in the greatest severity category. Violation in the greatest severity category must be forwarded to the Disciplinary Hearing Officer for final disposition. If an informal resolution is not accomplished, the Incident Report is forwarded to the UDC for an initial hearing.

INITIAL HEARING

Inmates must ordinarily be given an initial hearing within three working days of the time staff become aware of the inmate's involvement in the incident (excluding the day staff becomes aware of the incident, weekends, and holidays). The inmate is entitled to be present at the initial hearing. The inmate may make statements or present documentary evidence in his behalf. The UDC must give its decision in writing to the inmate by the close of business the next work day. The UDC may extend the time limits of these procedures for good cause. The Warden must approve any extension over five days. The inmate must be provided with written reasons for any extension. The UDC will either make final disposition of the incident or refer it to the Disciplinary Hearing Officer (DHO) for final disposition.

DISCIPLINE HEARING OFFICER (DHO)

The Discipline Hearing Officer (DHO) conducts disciplinary hearings on serious rule violations. The DHO may not act on a case that has not been referred by the UDC. The Captain conducts periodic reviews of inmates in disciplinary segregation.

An inmate will be provided with advance written notice of the charges not less than 24 hours before the inmate's appearance before the DHO. The inmate may waive this requirement. An inmate will be provided with a full-time staff member of his choice to represent him if requested. An inmate may make statements in his own defense and may produce documentary evidence. The inmate may present a list of witnesses and request they testify at the hearing. Inmates may not question a witness. An inmate may submit a list of questions for the witness or witnesses to the DHO if there is no staff representative. The DHO will request a statement from all unavailable witnesses whose testimony is deemed relevant.

The inmate has the right to be present throughout the DHO Hearing, except during deliberations. The inmate charged may be excluded during appearances of outside witnesses or when institution security could be jeopardized. The DHO may postpone or continue a hearing for good cause. Reasons for the delays must be documented in the record of the hearing. Final disposition is made by the DHO.

APPEALS OF DISCIPLINARY ACTIONS

Appeals of all disciplinary actions may be made through Administrative Remedy Procedures. Appeals are made to the Regional Director (BP-10), and the General Counsel (BP-11). On appeal, the following items will be considered:

- Whether the UDC or DHO substantially complied with the regulations on inmate discipline.
- Whether the UDC or DHO based its decision on substantial evidence.
- Whether an appropriate sanction was imposed according to the severity level of the prohibited act.

The staff member who responds to the appeal may not be involved in the incident in any way. These staff members include UDC members, the DHO, the investigator, the reporting officer, and the staff representative.

SPECIAL HOUSING UNIT STATUS

There are two statuses of special housing. These are Administrative Detention and Disciplinary Segregation. Administrative Detention separates an inmate from the general population. To the extent practical, inmates in Administrative Detention shall be provided with the same general privileges as inmates in general population. An inmate may be placed in Administrative Detention when the inmate is in holdover status during transfer, is a new commitment pending classification, is pending investigation or a hearing for a violation of Bureau regulation is pending investigation or trial for a criminal act, is pending transfer for protection, or is finishing confinement in Disciplinary Segregation.

Disciplinary Segregation is used as a sanction for violations of Bureau rules and regulations. Inmates in Disciplinary Segregation will be denied certain privileges. Personal property will usually be impounded. Inmates placed in Disciplinary Segregation are provided with blankets, a mattress, a pillow, toilet tissue, and shaving utensils (as necessary).

Inmates may possess legal and religious materials while in Disciplinary Segregation. Also, staff shall provide a reasonable amount of non-legal reading material. Inmates in Disciplinary Segregation shall be seen by a member of the medical staff daily, including weekends and holidays. A unit staff member will visit the Segregation unit daily. Inmates in both Administrative Detention and disciplinary Segregation are provided with regular reviews of their housing status.

The following pages pertain to the inmate disciplinary system. Please Consider this as a notice of the Bureau of Prison's rules. Inmates are required to verify by signature that they have received the following:

- The types of disciplinary action which may be taken by institution staff
- The disciplinary system and the time limits for enforcement, hearing, and sanction imposition
- The inmate's rights and responsibilities
- Prohibited acts and disciplinary severity scale
- Sanctions by severity of prohibited act, with eligibility for restoration of forfeited and withheld statutory good time

Additional information pertaining to the inmate disciplinary system may be found in the Bureau of Prison's Program Statement 5270.7 (Inmate Discipline and Special Housing Units).

CONCLUSION

Hopefully this information will assist you in your first days in federal custody. You should feel free to ask any staff member for assistance, particularly your unit staff. Additionally, you may utilize the open door procedure during the lunch hour (11:00 a.m. to 12:00 noon - Monday through Friday) inside the dining room. Again, it's stressed that you first attempt honest resolution of your problem with your assigned Unit Team.

PROHIBITED ACTS AND DISCIPLINARY SEVERITY SCALE - GREATEST CATEGORY

CODE	PROHIBITED ACTS	SANCTIONS
100	Killing	A. Recommend parole date rescission or retardation.
101	Assaulting any person (includes sexual assault) or an armed assault on the institution's secure perimeter (a charge for assaulting any person at this level is to be used only when serious physical injury has been attempted or carried out by an inmate)	B. Forfeit earned statutory good time or non-vested good conduct time (up to 100%) and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).
102	Escape from escort; escape from a secure institution (low, medium, and high security level and administrative institutions); or escape from a minimum institution <u>with</u> violence	B.1 Disallow ordinarily between 50 and 75% (27-41 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended). C. Disciplinary Transfer (recommend).
103	Setting a fire (charged with this act in this category only when found to pose a threat to life or a threat of serious bodily harm or in furtherance of a prohibited act of Greatest Severity, e.g. in furtherance of a riot or escape; otherwise the charge is properly classified Code 218, or 329)	D. Disciplinary segregation (up to 60 days). E. Make monetary restitution. F. Withhold statutory good time (Note - can be in addition to A through E - cannot be the only sanction executed). G. Loss of privileges (Note - can be in addition to A through E - cannot be the only sanction executed).]

GREATEST CATEGORY (Cont'd)

CODE	PROHIBITED ACTS	SANCTIONS
104	Possession, manufacture, or introduction of a gun, firearm, weapon, sharpened instrument, knife, dangerous chemical, explosive or any ammunition	Sanctions A-G]
105	Rioting	
106	Encouraging others to riot	
107	Taking hostage(s)	
108	Possession, manufacture, or introduction of a hazardous tool (Tools most likely to be used in an escape or escape attempt or to serve as weapons capable of doing serious bodily harm to others; or those hazardous to institutional security or personal safety; e.g., hack-saw blade)	
109	(Not to be used)	
110	Refusing to provide a urine sample or to take part in other drug-abuse testing	
111	Introduction of any narcotics, marijuana, drugs, or related paraphernalia not prescribed for the individual by the medical staff	
112	Use of any narcotics, marijuana, drugs, or related paraphernalia not prescribed for the individual by the medical staff	
113	Possession of any narcotics, marijuana, drugs, or related paraphernalia not prescribed for the individual by the medical staff	
197	Use of the telephone to further criminal activity.	

GREATEST CATEGORY (Cont'd)

CODE	PROHIBITED ACTS	SANCTIONS
198	Interfering with a staff member in the performance of duties. (<u>Conduct must be of the Greatest Severity nature.</u>) This charge is to be used only when another charge of greatest severity is not applicable.	Sanctions A-G]
199	Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. (<u>Conduct must be of the Greatest Severity nature.</u>) This charge is to be used only when another charge of greatest severity is not applicable.	

HIGH CATEGORY

CODE	PROHIBITED ACTS	SANCTIONS
200	Escape from unescorted Community Programs and activities and Open Institutions (minimum) and from outside secure institutions-- <u>without</u> violence.	A. Recommend parole date rescission or retardation. B. Forfeit earned statutory good time or non-vested good conduct time up to 50% or up to 60 days, whichever is less, and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended)
201	Fighting with another person	
202	(Note to be used)	
203	Threatening another with bodily harm or any other offense	B.1 Disallow ordinarily between 25 and 50% (14-27 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).
204	Extortion, blackmail, protection: Demanding or receiving money or anything of value in return for protection against others, to avoid bodily harm, or under threat of informing	C. Disciplinary Transfer (recommend).
205	Engaging in sexual acts	D. Disciplinary segregation (up to 30 days).
206	Making sexual proposals or threats to another	E. Make monetary restitution.
207	Wearing a disguise or a mask	F. Withhold statutory good time]
208	Possession of any unauthorized locking device, or lock pick, or tampering with or blocking any lock device (includes keys), or destroying, altering, interfering with, improperly using, or damaging any security device, mechanism, or procedure	
209	Adulteration of any food or drink	
210	(Not to be used)	
211	Possessing any officer's or staff clothing	

HIGH CATEGORY (Cont'd)

CODE	PROHIBITED ACTS	SANCTIONS
212	Engaging in, or encouraging a group demonstration	G. Loss of privileges: commissary, movies, recreation, etc.
213	Encouraging others to refuse to work, or to participate in a work stoppage	H. Change housing (quarters) I. Remove from program and/or group activity
214	(Not to be used)	J. Loss of job
215	Introduction of alcohol into BOP facility	K. Impound inmate's personal property
216	Giving or offering an official or staff member a bribe, or anything of value	L. Confiscate contraband M. Restrict to quarters]
217	Giving money to, or receiving money from, any person for purposes of introducing contraband or for any other illegal or prohibited purposes	
218	Destroying, altering, or damaging government property, or the property of another person, having a value in excess of \$100.00 or destroying, altering, damaging life-safety devices (e.g., fire alarm) regardless of financial value	
219	Stealing (theft; this includes data obtained through the unauthorized use of a communications facility, or through the unauthorized access to disks, tapes, or computer printouts or other automated equipment on which data is stored.)	

HIGH CATEGORY (Cont'd)

CODE	PROHIBITED ACTS	SANCTIONS
220	Demonstrating, practicing, or using martial arts, boxing (except for use of a punching bag), wrestling, or other forms of physical encounter, or military exercises or drill (except for drill authorized and conducted by staff)	Sanctions A-M]
221	Being in an unauthorized area with a person of the opposite sex without staff permission	
222	Making, possessing, or using intoxicants	
223	Refusing to breathe into a breathalyzer or take part in other testing for use of alcohol	
224	Assaulting any person (charged with this act only when less serious physical injury or contact has been attempted or carried out by an inmate)	
297	Use of the telephone for abuses other than criminal activity (e.g., circumventing telephone monitoring procedures, possession and/or use of another inmate's PIN number; third-party calling; third-party billing; using credit card numbers to place telephone calls; conference calling; talking in code).	
298	Interfering with a staff member in the performance of duties. (<u>Conduct must be of the High Severity nature.</u>) This charge is to be used only when another charge of the high severity is not applicable.	
299	Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. (<u>Conduct must be of the High Severity nature.</u>) This charge is to be used only when another charge of high severity is not applicable.	

MODERATE CATEGORY

CODE	PROHIBITED ACTS	SANCTIONS
300	Indecent Exposure	A. Recommend parole date rescission or retardation.
301	(Not to be used)	
302	Misuse of authorized medication	B. Forfeit earned statutory good time or non-vested good conduct time up to 25% or up to 30 days, whichever is less, and/or
303	Possession of money or currency, unless specifically authorized, or in excess of the amount authorized	terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).
304	Loaning of property or anything of value for profit or increased return	B.1 Disallow ordinarily up to 25% (1-14 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).
305	Possession of anything not authorized for retention or receipt by the inmate, and not issued to him through regular channels	C. Disciplinary Transfer (recommend).
306	Refusing to work, or to accept a program assignment	D. Disciplinary segregation (up to 15 days).
307	Refusing to obey an order of any staff member (May be categorized and charged in terms of greater severity, according to the nature of the order being disobeyed; e.g., failure to obey an order which furthers a riot would be charged as 105, Rioting; refusing to obey an order which furthers a fight would be charged as 201, Fighting; refusing to provide a urine sample when ordered would be charged as Code 110)	E. Make monetary restitution. F. Withhold statutory good time.]
308	Violating a condition of a furlough	
309	Violating a condition of a community program	
310	Unexcused absence from work or any assignment	
311	Failing to perform work as instructed by the supervisor	
312	Insolence towards a staff member	

MODERATE CATEGORY (Cont'd)

CODE	PROHIBITED ACTS	SANCTIONS
313	Lying or providing a false statement to a staff member.	G. Loss of privileges: commissary, movies, recreation, etc.
314	Counterfeiting, forging or unauthorized reproduction of any document, article of identification, money, security, or official paper. (May be categorized in terms of greater severity according to the nature of the item being reproduced; e.g., counterfeiting release papers to effect escape, Code 102 or Code 200)	H. Change housing (quarters). I. Remove from program and/or group activity. J. Loss of job. K. Impound inmate's personal property. L. Confiscate contraband.
315	Participating in an unauthorized meeting or gathering	M. Restrict to quarters. N. Extra duty.]
316	Being in an unauthorized area	
317	Failure to follow safety or sanitation regulations	
318	Using any equipment or machinery which is not specifically authorized	
319	Using any equipment or machinery contrary to instructions or posted safety standards	
320	Failing to stand count	
321	Interfering with the taking of count	
322	(Not to be used)	
323	(Not to be used)	
324	Gambling	
325	Preparing or conducting a gambling pool	
326	Possession of gambling paraphernalia	
327	Unauthorized contacts with the public	
328	Giving money or anything of value to, or accepting money or anything of value from: another inmate, or any other person without staff authorization	

MODERATE CATEGORY (Cont'd)

CODE	PROHIBITED ACTS	SANCTIONS
329	Destroying, altering or damaging government property, or the property of another person, having a value of \$100.00 or less	Sanctions A-N]
330	Being unsanitary or untidy; failing to keep one's person and one's quarters in accordance with posted standards	
331	Possession, manufacture, or introduction of a non-hazardous tool or other non-hazardous contraband (Tool not likely to be used in an escape or escape attempt, or to serve as a weapon capable of doing serious bodily harm to others, or not hazardous to institutional security or personal safety; Other non-hazardous contraband includes such items as food or cosmetics)	
332	Smoking where prohibited	
397	Use of the telephone for abuses other than criminal activity (e.g., conference calling, possession and/or use of another inmate's PIN number, three-way calling, providing false information for preparation of a telephone list).	
398	Interfering with a staff member in the performance of duties. <u>(Conduct must be of the Moderate Severity nature.)</u> This charge is to be used only when another charge of moderate severity is not applicable.	
399	Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. <u>(Conduct must be of the Moderate Severity nature.)</u> This charge is to be used only when another charge of moderate severity is not applicable.	

LOW MODERATE CATEGORY

CODE	PROHIBITED ACTS	SANCTIONS
400	Possession of property belonging to another person	B.1 Disallow ordinarily up to 12.5% (1-7 days) of good conduct time credit available for year (to be used only where inmate found to have committed a second violation of the same prohibited act within 6 months); Disallow ordinarily up to 25% (1-14 days) of good conduct time credit available for year (to be used only where inmate found to have committed a third violation of the same prohibited act within 6 months) (a good conduct time sanction may not be suspended).] (See Chapter 4 Page 16 for VCCLEA violent and PLRA inmates.)
401	Possessing unauthorized amount of otherwise authorized clothing	
402	Malingering, feigning illness	
403	Not to be used	
404	Using abusive or obscene language	
405	Tattooing or self-mutilation	
406	Not to be Used	[E. Make monetary restitution. F. Withhold statutory good time. G. Loss of privileges: commissary, movies, recreation, etc. H. Change housing (quarters). I. Remove from program and/or group activity.]
407	Conduct with a visitor in violation of Bureau regulations (Restriction, or loss for a specific period of time, of these privileges may often be an appropriate sanction G)	
408	Conducting a business	
409	Unauthorized physical contact (e.g., kissing, embracing)	
410	Unauthorized use of mail (Restriction, or loss for a specific period of time, of these privileges may often be an appropriate sanction G) (May be categorized and charged in terms of greater severity, according to the nature of the unauthorized use; e.g., the mail is used for planning, facilitating, committing an armed assault on the institution's secure perimeter, would be charged as Code 101, Assault)	

LOW MODERATE CATEGORY (Cont'd)

CODE	PROHIBITED ACTS	SANCTIONS
497	Use of the telephone for abuses other than criminal activity (e.g., exceeding the 15-minute time limit for telephone calls; using the telephone in an unauthorized area; placing of an unauthorized individual on the telephone list). *	J. Loss of job. K. Impound inmate's personal property. L. Confiscate contraband. M. Restrict to quarters. N. Extra duty.
498	Interfering with a staff member in the performance of duties. <u>Conduct must be of the Low Moderate Severity nature.)</u> This charge is to be used only when another charge of low moderate severity is not applicable.	O. Reprimand. P. Warning.
499	Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. <u>(Conduct must be of the Low Moderate severity nature.)</u> This charge is to be used only when another charge of low moderate severity is not applicable.	

NOTE: Aiding another person to commit any of these offenses, attempting to commit any of these offenses, and making plans to commit any of these offenses, in all categories of severity, shall be considered the same as a commission of the offenses itself.]

RIGHTS AND RESPONSIBILITIES

RIGHTS

1. You have the right to expect that as a human being you will be treated respectfully, impartially, and fairly by all personnel.
2. You have the right to be informed of the rules, procedures, and schedules concerning the operation of the institution.
3. You have the right to freedom of religious affiliation, and voluntary religious worship.
4. You have the right to health care, which includes nutritious meals, proper bedding and clothing, and a laundry schedule for cleanliness of the same, an opportunity to shower regularly, proper ventilation for warmth and fresh air, a regular exercise period, toilet articles and medical and dental treatment.
5. You have the right to visit and correspond with family members, and friends, and correspond with members of the news media in keeping with Bureau rules and institution guidelines.
6. You have the right to unrestricted and confidential access to the courts by correspondence (on matters such as the legality of your conviction, civil matters, pending criminal cases, and conditions of your imprisonment.)
7. You have the right to legal counsel from an attorney of your choice by interviews and correspondence.
8. You have the right to participate in the use of law library reference materials to assist you in resolving legal problems. You also have the right to receive help when it is available through a legal assistance program.
9. You have the right to a wide range of reading materials for your own enjoyment. These materials may include magazines and newspapers sent from the community, with certain restrictions.
10. You have the right to participate in education, vocational training and employment as far as resources are available, and in keeping with your interests, needs, and abilities.
11. You have the right to use your funds for commissary with institution security and good order, for opening bank and/or savings accounts, and for assisting your family.

RESPONSIBILITIES

1. You have the responsibility to treat others, both employees and inmates, in the same manner.
2. You have the responsibility to know and abide by them.
3. You have the responsibility to recognize and respect the rights of others in this regard.
4. It is your responsibility not to waste food, to follow the laundry and shower schedule, to maintain neat and clean living quarters, to keep your area free of contraband, and to seek medical and dental care as you may need it.
5. It is your responsibility to conduct yourself properly during visits, not to accept or pass contraband, and not to violate the law or Bureau rules or institution guidelines through your correspondence.
6. You have the responsibility to present honestly, and fairly your petitions, questions, and problems to the court.
7. It is your responsibility to use the services of an attorney honestly and fairly.
8. It is your responsibility to use these resources in keeping with the procedures and schedule prescribed and to respect the rights of other inmates to use of the materials and assistance.
9. It is your responsibility to seek and utilize such materials for your personal benefit, without depriving others of their equal rights to the use of this material.
10. You have the responsibility to take advantage of activities which may help you live a successful and law-abiding life within the institution and community. You will be expected to abide by the regulations governing the use of such activities.
11. You have the responsibility to meet your financial and legal obligations, including, but not limited to, court-imposed assessments, fines and restitution. You also have the responsibility to make use of your funds in a manner consistent with your release plans, your family needs, and for other obligations that you may have.

Sexual Abuse/Assault

Prevention and Intervention

An Overview for Offenders

October, 1998

What is sexual abuse/assault? According to the Federal Bureau of Prisons (BOP) Program Statement on Sexual Abuse/Assault Prevention and Intervention Programs,

● **Inmate-on Inmate Sexual Abuse/Assault** is: *one or more inmates engaging in, or attempting to engage in a sexual act with another inmate or the use of threats, intimidating, inappropriate touching, or other actions and/or communications by one or more inmates aimed at coercing and/or pressuring another inmate to engage in a sexual act.*

● **Staff-on-Inmate Sexual Abuse/Assault** is: *engaging in, or attempting to engage in a sexual act with any inmate or the intentional touching of an inmate's genitalia, anus, groin, breast, inner thigh, or buttocks with the intent to abuse, humiliate, harass, degrade, arouse, or gratify the sexual desire of any person.*

Sexual abuse/assault of inmates by staff or other inmates is an inappropriate use of power and is prohibited by BOP policy and the law.

● **Staff Sexual Misconduct** is: *sexual behavior between a staff member and inmate which can include, but is not limited to indecent, profane or abusive language or gestures and inappropriate visual surveillance of inmates.*

Your right to be safe from sexual assault. While you are incarcerated, **no one has the right to pressure you to engage in sexual acts.** You do not have to tolerate sexual assault or pressure to engage in unwanted sexual behavior regardless of your age, size, race, or ethnicity. Whether you are straight, gay, lesbian, or bisexual, **you have the right to be safe from unwanted sexual advances and acts.**

Confidentiality. Information concerning the identity of an inmate victim reporting a sexual assault, and the facts of the report itself, shall be limited to those who have a need to know in order to make decisions concerning the inmate-victim's welfare and for law enforcement/investigative purposes.

What to do if you are assaulted. If you become a victim of a sexual assault, **you should report it immediately to staff** who will offer you immediate protection from the assailant and will refer you for a medical examination and clinical assessment. You do not have to name other inmates or the staff member to receive assistance, but specific information may make it easier for staff to help you. You will continue to receive protection from the assailant, whether or not you have identified your attacker or agree to testify against them. Even though you may want to clean up after the assault, **it is important to see medical staff BEFORE you shower, wash, drink, eat, change clothing, or use the bathroom.** Medical staff will examine you for injuries which may or may not be readily apparent to you. They can also check you for sexually transmitted diseases and gather any physical evidence of assault. The individuals who sexually abuse or assault inmates can only be disciplined and/or prosecuted if the abuse is reported.

How to Report an Incident of Sexual Assault. It is important that you **tell a staff member** if you have been

sexually assaulted. You can tell your case manager, Chaplain, Psychologist, SIS, the warden or any other staff member you trust. BOP staff members are instructed to keep the reported information confidential and only discuss it with the appropriate officials on a need to know basis.

There are however, other means to confidentially report the assault if you are not comfortable talking with staff.

Write directly to the Warden, Regional Director or Director. You can send the warden an Inmate Request to Staff Member (Cop-Out) or a letter reporting the sexual misconduct. You may also send a letter to the Regional Director or Director of the Bureau of Prisons. To ensure confidentiality, use special mail procedures.

File an administrative remedy. You can file a Request for Administrative Remedy (BP-9). If you determine your complaint is too sensitive to file with the warden, you have the opportunity to file your administrative remedy directly with the Regional Director.

(BP-10). You can get the forms from your counselor or other unit staff.

Write to the Office of the Inspector General (OIG) which investigates allegations of staff misconduct. The address is:

**Office of the Inspector General
P.O. Box 27606
Washington, D.C. 20530**

Seek Medical Help. If you have been sexually assaulted, you must get medical attention immediately. Although it may be difficult, it is important that you **do not shower after the assault** Showering may wash off the hair and body fluids which are critical evidence.

Also, bring the clothes and underwear that you had on at the time of the assault to the medical exam with you. You will be checked for the presence of physical evidence which supports your allegation. A medical professional will perform a pelvic and/or rectal examination to obtain samples of or document the existence of physical evidence such as hair, body fluids, tears or abrasions which remain after the assault. This physical evidence is crucial in corroborating the sexual assault occurred and in identifying the assailant. The examination will be conducted privately and professionally.

You should seek medical help if you have been sexually assaulted or had sexual relations with others, to determine if you have been exposed to the HIV virus or other sexually transmitted diseases. Female offenders will be tested for pregnancy when appropriate.

Understand the Investigative Process. Once the misconduct is reported, the BOP and/or other appropriate law enforcement agency will conduct an investigation. The purpose of the investigation is to determine the nature and extent of the misconduct. You may be asked to give a statement during the investigation. If criminal charges are brought, you may be asked to testify during the criminal proceedings. Any inmate who alleges that he or she has been sexually assaulted shall be offered immediate protection and will be referred for a medical examination.

Counseling Programs For Victims of Sexual Assault. If you have been the victim of an assault by staff or inmates, you may seek counseling and/or advice from a psychologist or chaplain. Crisis counseling, coping skills, suicide prevention and mental health counseling are all available to you.

Most people need help to recover from the emotional effects of sexual assault. If you are the victim of a sexual assault, whether recent or in the past, psychology staff are available to counsel you. If you feel that you need help to keep from sexually assaulting someone else, psychological services are available to help you gain control over these impulses.

About Your Safety. If you feel that your right to be left alone sexually is being violated, staff are available to help you deal with this problem. You should feel free to discuss your concerns about sexual assault with any staff member. Some staff, like psychologists, are specially trained to help you deal with problems in this area. If you are in an emergency

situation, approach any staff member. It's part of their job to ensure your safety. Even if you have not been assaulted or abused, but are in fear for your safety, you must report your concerns to staff. You do not have to name other inmates to receive assistance, but specific information may make it easier for staff to help you.

Avoiding Sexual Assault. Here are some things you can do to protect yourself against sexual assault:

- Carry yourself in a confident manner at all times. Do not permit your emotions (fear/anxiety) to be obvious to others.
- Do not accept gifts or favors from others. Most gifts or favors come with strings attached to them.
- Do not accept an offer from another inmate to be your protector.
- Find a staff member with whom you feel comfortable discussing your fears and concerns.
- Be alert! Do not use contraband substances such as drugs or alcohol; these can weaken your ability to stay alert and make good judgments.
- Be direct and firm if others ask you to do something you don't want to do. Do not give mixed messages to other inmates regarding your wishes for sexual activity.
- Stay in well lit areas of the institution.
- Choose your associates wisely. Look for people who are involved in positive activities like educational programs, psychology groups, or religious services. Get involved in these activities yourself.
- Trust your instincts. If you sense that a situation may be dangerous, it probably is. If you fear for your safety, report your concerns to staff.

REMEMBER:

Sexual Assault is a serious crime. The BOP will investigate all reported incidents of sexual assault. If you are a victim of such an assault **REPORT IT IMMEDIATELY.** BOP staff **WILL PROTECT YOU** from the assailant.

Staff or inmates who engage in sexual abuse or assault of inmates **will be investigated** by law enforcement authorities and if found guilty will be subject to a full range of criminal and administrative sanctions.

Any sexual act between inmates and staff (even when no objection is raised) is **ALWAYS illegal.**

Practical Definitions. The following practical definitions and examples are provided as general descriptions of behaviors that are inappropriate. Other state and federal statutes may prohibit this conduct.

Inmate-on-Inmate Sexual Abuse/Assault: One or more inmates engaging in, or attempting to engage in a sexual act with another inmate or the use of threats, intimidation, inappropriate touching, or other actions and/or communications by one or more inmates aimed at coercing and/or pressuring another inmate to engage in a sexual act.

Sexual acts or contacts between inmates, even when no objections are raised, are prohibited acts.

Prohibited Acts: Inmates who engage in inappropriate sexual behavior with or direct it at others, can be charged with the following prohibited acts under the inmate disciplinary policy.

Code 101/(A):	Sexual Assault
Code 205/(A):	Engaging In a Sex Act
Code 206/(A):	Making a Sexual Proposal
Code 221/(A):	Being in an Unauthorized Area with a Member of the Opposite Sex
Code 300/(A):	Indecent Exposure
Code 404/(A):	Using Abusive or Obscene Language

Staff-on-Inmate Sexual Abuse/Assault: Engaging in, or attempting to engage in a sexual act with any inmate or the intentional touching of an inmate's genitalia, anus, groin, breast, inner thigh, or buttocks with the intent to abuse, humiliate, harass, degrade, arouse, or gratify the sexual desire of any person.

Inappropriate Staff Conduct. The Standards of Employee Conduct prohibit employees from engaging in, or allowing another person to engage in, sexual behavior with an inmate. Sexual behavior can include, but is not limited to indecent, profane or abusive language or gestures, and inappropriate visual surveillance of inmates.

- Making sexually offensive comments or gestures, or engaging in physical conduct of a sexual nature with an inmate.
- Influencing, promising or threatening an inmate's safety, custody, privacy, housing, privileges, work detail or program status in exchange for sexual favors.

It is NEVER appropriate for a staff member to make sexual advances, comments or to engage in sexual contact with an inmate. Even if the inmate wants to be involved with the staff member, the staff member is not allowed to respond. It is not appropriate for an inmate to approach a staff member sexually.

Statutory Definitions. The following statutes prohibit sexual behaviors by staff and inmates:

Aggravated Sexual Abuse (18 U.S.C. § 2241): By force or threat

... Whoever, in a Federal prison, knowingly causes another person to engage in a sexual act or by using force against that person; or, by threatening or placing that other person in fear that any person will be subjected to death, serious bodily injury, or kidnaping; or attempts to do. **By other means** ... Whoever, in a Federal prison, knowingly renders another person unconscious and thereby engages in a sexual act with that other person; or administers to another person by force or threat of force, or without the knowledge or permission of that person, a drug, intoxicant, or other similar substance or attempts to do so and thereby, substantially impairs the ability of that other person to appraise or control conduct; and engages in a sexual act with that other person.

Sexual Abuse (18 U.S.C. § 2242): Whoever, in a Federal prison, knowingly causes another person to engage in a sexual act by threatening or placing that other person in fear or attempts to do so; or engages in a sexual act with another person or attempts to do so if that person is incapable of appraising the nature of the conduct; or physically incapable of declining participation in, or communicating unwillingness to engage in, that sexual act.

The following criminal provisions are only applicable to sexual misconduct by staff members.

Sexual Abuse of a Ward (18 U.S.C. § 2243(b)): Whoever, in a Federal Prison, knowingly engages in a sexual act or attempts to do so with another person who is in official detention; and under the custodial, supervisory, or disciplinary authority of the person so engaging.

Abusive Sexual Contact (18 U.S.C. § 2244): Whoever, in a Federal prison, knowingly engages in sexual contact with another person without that other person's permission.

Terms Defined (18 U.S.C. § 2246): Sexual Act is defined as:

. . . contact between the penis and the vulva or the penis and the anus; contact occurs upon penetration, however slight; contact between the mouth and the penis, the mouth and the vulva, or mouth and the anus; or the penetration, however slight, of the anal or genital opening by another by a hand or a finger or by any object - with the intent to abuse, humiliate, harass, degrade, or arouse or gratify the sexual desire of any person.

Sexual contact is defined as: . . . the intentional touching, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh, or buttocks of any person with an intent to abuse, humiliate, harass, degrade, or arouse or gratify the sexual desire of any person.

Contact Offices

Department of Justice

Office of the Inspector General • PO Box 27606 • Washington, D.C., 20534

Central Office

Federal Bureau of Prisons • 320 First Street N.W. • Washington, D.C. 20534

Mid-Atlantic Regional Office

302 Sentinel Drive, Suite 200, Annapolis Junction, MD 20701

North Central Regional Office

400 State Avenue, Tower II, Suite 800, Kansas City, KS 66101

Northeast Regional Office

U.S. Customs House, 7th Floor

2nd and Chestnut Streets • Philadelphia, Pennsylvania 19106

South Central Regional Office

4211 Cedar Springs Road • Dallas, Texas 75219

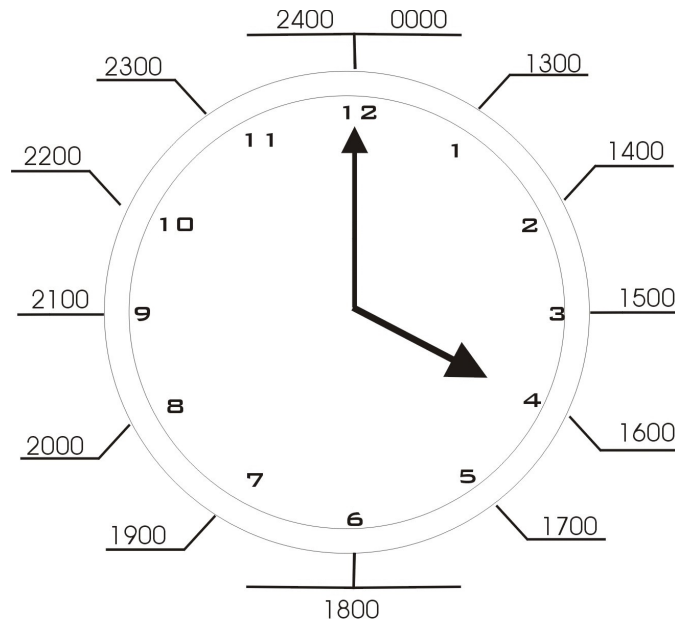
Southeast Regional Office

3800 North Camp Creek Parkway, SW • Atlanta, GA 30331-5099

Western Regional Office

7338 Shoreline Drive, Stockton, California 95219

Appendix A: 24 to 12 hour Conversion



FCI Lompoc uses a 24-hour "Outs", team meetings, and to those not accustomed to using the first minute of the day (one hour) for morning meetings. Afternoon and evening hours are also used for meetings on the clock.

clock for such events as “Call counts which may seem confusing this system. In 24-hour time, the minute past midnight) is 0001.

The clock above shows 4am or 4pm in “common” time. But in 24-hour time, this would be 0400 (am) or 1600 (afternoon).

An easy way to convert “common time” to 24-hour time is to add 12 to the hours after 12 noon. Thus, 1 pm becomes 1300, 2 pm becomes 1400 etc. It is important that you check your appointment times for this difference!

NOTES:

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.